

12 AAC 36.XXX TEMPORARY CERTIFICATE OF REGISTRATION

- (a) The executive secretary or its designee shall issue a temporary certificate of registration to practice architecture, engineering, or landscape architecture under AS 08.01.063 to an applicant who submits
- (1) an application for registration on a form provided by the department, including the applicable fees established in 12 AAC 02.110;
 - (2) verification of a current, unencumbered registration to practice architecture, engineering, or landscape architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that is based on education, experience, and examination requirements that the board determines were at least equivalent to the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued; and
 - (3) documentation that the applicant has completed the requirements of 12 AAC 36.110.
- (b) A temporary certificate is valid for 180 days and may be extended at the discretion of the executive secretary, or its designee for an additional 180-day period by
- (1) applying on a form provided by the department; and
 - (2) demonstrating successful completion of a jurisprudence questionnaire prepared by the board covering the provisions of AS 08.48 and this chapter.
- (c) An application for temporary certification by a military spouse or member of the military under AS 08.01.063 shall submit a copy of the applicant's military dependent identification card and a copy of the spouse's current active duty military orders showing assignment to a duty station in this state; a temporary license issued under this subsection shall be issued within 30 days after the department or appropriate board receives the person's completed application for the temporary certification.
- (d) A temporary certificate for land surveyor shall not be issued.

12 AAC 36.010. APPLICATIONS. (a) An application for examination or for registration by comity must be legible [TYPEWRITTEN] and filed with the board on a form prescribed by the department [BOARD], accompanied by the application fee established in 12 AAC 02.110.

(b) An applicant will not be admitted to an examination or approved for registration until the applicant's qualifications are accepted by the board, the executive secretary of the board, or its designee, as adopted in regulations.

(d) Except as provided in 12 AAC 36.060(a), the board, the executive secretary of the board, or its designee, will give conditional approval of an application for examination or for registration by comity pending receipt of missing documents, payment of applicable fees for examination or registration, or other corrections to the application if the

- (1) application form is substantially complete and includes the applicant's notarized signature;
- (2) application fee has been paid;
- (3) board has determined that the applicant's qualifications as listed on the application form show that the applicant meets the registration requirements in AS 08.48 and this chapter;
- (4) board has received all supporting documents required for board review of the application, as defined in (i) of this section; and
- (5) board has determined that any missing supporting documents and the correction of other deficiencies in the application do not require board discretion to review and approve.

(e) If the board, executive secretary of the board, or its designee gives conditional approval of an application, the approver [BOARD] also will write a statement of conditional approval. The statement will identify the missing supporting documents or other corrections required to complete the application. Department staff shall change the conditional approval to "approval" when the missing documents and other corrections are received if the documents and corrections clearly show the information required by the board in its statement of conditional approval. If the missing supporting documents or corrections received required interpretation or discretion, department staff shall resubmit the application to the board for approval.

(f) Except as provided in 12 AAC 36.060(a), the board, executive secretary of the board, or its designee will determine that an application is incomplete, and will notify the applicant, if the

- (1) board, executive secretary of the board, or its designee is not able to determine from the application form and supporting documents whether the applicant meets the registration requirements in AS 08.48 and this chapter; [OR
- (2) APPLICATION FORM DOES NOT SHOW THAT THE APPLICANT MEETS THE REGISTRATION REQUIREMENTS IN AS 08.48 AND THIS CHAPTER BUT THE BOARD DETERMINES THAT THE APPLICANT WILL LIKELY MEET THE QUALIFICATIONS WITHIN ONE YEAR.]

(g) For an application determined to be incomplete under (f) of this section, department staff shall

- (1) resubmit the application to the board for review if the applicant submits to the department additional application information; and
- (2) maintain an incomplete application file for the application until it either is approved or denied by the board or is considered abandoned under 12 AAC 02.910.

(h) Except as provided in 12 AAC 36.060(a), the board will deny an application for examination or for registration by comity if the application does not meet the requirements in this section for approval, conditional approval, or a determination of incomplete application.

(i) In this section, "all supporting documents required for board review" means documentation of the applicant's education, work experience, and responsible charge experience, as required by AS 08.48 and this chapter except for

- (1) official transcripts of the applicant's education if the applicant has
 - (A) an ABET accredited B.S. degree in the major branch of engineering for which the applicant is applying for registration;
 - (B) a B.S. degree in an ABET accredited curriculum in land surveying if the applicant is applying for registration as a land surveyor; or
 - (C) a LAAB accredited professional degree in landscape architecture if the applicant is applying for registration as a landscape architect;

- (2) verification of a license or examination in another licensing jurisdiction;
- (3) verification of successful completion of coursework as required by 12 AAC 36.110.

(j) Notwithstanding any other regulation, the executive secretary of the board or its designee may approve an applicant for licensure by comity only if credentials are submitted by NCEES, NCARB, or CLARB record.

12 AAC 36.103. ARCHITECT REGISTRATION BY COMITY. (a) Under AS 08.48.191(a), the board, **executive secretary of the board, or its designee** may issue a certificate of registration as an architect to an applicant who

- (1) documents education and passage of the NCARB Architect Registration Examination;
- (2) documents work experience that satisfies the requirements of this section;
- (3) has completed the arctic engineering requirements of 12 AAC 36.110; and
- (4) has completed a jurisprudence questionnaire prepared by the board covering the provisions of AS 08.48 and this chapter.

(b) An applicant for a certificate of registration as an architect by comity must submit

- (1) an application for registration by comity in compliance with 12 AAC 36.010, including the applicable fees established in 12 AAC 02.110; and
- (2) verification of a current registration to practice architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that is based on education, experience, and examination requirements that the board determines were at least equivalent to the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued;
- (3) repealed 3/28/2019.

(c) An applicant for a certificate of registration as an architect by comity under this section must submit a council record issued by NCARB to verify the applicant's qualifications, including

- (1) examination results;
- (2) education;
- (3) experience; and
- (4) registration in another licensing jurisdiction.

(d) If an architect who provides a reference letter under (e) of this section does not possess a seal, the applicant must provide the board **an explanation** [A STATEMENT FROM THAT ARCHITECT],

- (1) providing that architect's registration number; and
- (2) certifying that the registration of that architect is current.

(e) Notwithstanding (c) of this section, an applicant who received an initial certificate of registration as an architect on or before July 13, 2011 may submit two letters of reference verifying the applicant's experience as a registered architect for five years or more in a state, territory, or possession of the United States, the District of Columbia, or a foreign country instead of the NCARB council record. Each letter must be signed and sealed by an architect who is legally registered as a professional architect in a state, territory, or possession of the United States, the District of Columbia, or a foreign country.

12 AAC 36.105. ENGINEER REGISTRATION BY COMITY. (a) Under AS 08.48.191(b), the board, **executive secretary of the board, or its designee** may issue an engineering certificate of registration to an applicant who

- (1) documents education and passage of examinations that meet the requirements of (b) **or (h)** of this section;
- (2) documents work experience that satisfies the requirements of (c) of this section;
- (3) has completed the arctic engineering requirements of 12 AAC 36.110; and
- (4) has completed a jurisprudence questionnaire prepared by the board, covering the provisions of AS 08.48 and this chapter.

(b) An applicant for engineering registration by comity must

- (1) submit verification of current registration to practice engineering in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that was based upon education, experience, and examination requirements that, in the opinion of the board, were at least equivalent to

the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued or at least equivalent to current requirements **as modified by (h) in this section**; the applicant must have passed an NCEES engineering examination in the same branch of engineering that is being applied for, as required by 12 AAC 36.100(c); and

(2) have passed the fundamentals of engineering examination or had this requirement waived under 12 AAC 36.090.

(c) An applicant for engineering registration by comity must

(1) have at least 24 months of responsible charge experience in the branch of professional engineering listed in 12 AAC 36.990(17) for which the applicant has applied, as verified by the signature and seal, except as provided in (g) of this section, of the engineer who has supervised the applicant and who was, at the time of providing the supervision,

(A) legally registered as a professional engineer in a state, territory, or possession of the United States, the District of Columbia, or a foreign country; and

(B) either

(i) registered as a professional engineer in that branch of engineering or a related branch of engineering approved by the board; or

(ii) practicing in the branch for which the applicant has applied, if the licensing jurisdiction where the supervising engineer was registered as a professional engineer does not register engineers in specific branches of engineering; or

(2) if the applicant has been practicing engineering as a registered engineer for five years or more in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, provide two current letters of reference verifying that experience; each letter must be signed and sealed, except as provided in (g) of this section, by an engineer who is

(A) legally registered as a professional engineer in a state, territory, or possession of the United States, the District of Columbia, or a foreign country; and

(B) practicing the specific branch of engineering for which the applicant has applied or a related branch of engineering approved by the board.

(d) Repealed 7/19/2009.

(e) An applicant for engineering registration by comity may submit a council record issued by NCEES to verify the applicant's qualifications, including

(1) examination results;

(2) education; and

(3) registration in another licensing jurisdiction.

(f) Repealed 7/19/2009.

(g) If an engineer who provides a work experience verification under (c)(1) of this section or a reference letter under (c)(2) of this section does not possess a seal, the **engineer** [APPLICANT] must provide the board **an explanation** [A STATEMENT FROM THAT ENGINEER],

(1) providing that engineer's registration number and branch of engineering; and

(2) if that engineer is providing a reference letter, certifying that the registration of that engineer is current.

(h) In addition to meeting the requirements of (b)(1) of this section, an applicant for structural engineering registration by comity must have passed an NCEES Principles and Practices of Engineering Examination, and

1) the 16-hour NCEES Structural Engineering Examination **or**;

2) NCEES Structural II and Washington or California Structural III exams passed prior to 2011, or;

3) NCEES Structural I and NCEES Structural II passed prior to 2006, or;

4) Western States 16-hour Structural exam passed prior to 2004;

and have six years of experience with a bachelor's degree or five years of experience with a master's degree. Applicants who have passed the NCEES Structural Engineering I Examination or NCEES Structural Engineer II Examination, may be granted a civil engineering registration.

[(H) IN ADDITION TO MEETING THE REQUIREMENTS OF (B)(1) OF THIS SECTION, AN APPLICANT FOR STRUCTURAL ENGINEERING REGISTRATION BY COMITY MUST HAVE PASSED AN NCEES PRINCIPLES AND PRACTICES OF ENGINEERING EXAMINATION AND THE

16-HOUR NCEES STRUCTURAL ENGINEERING EXAMINATION AND HAVE SIX YEARS OF EXPERIENCE WITH A BACHELOR'S DEGREE OR FIVE YEARS OF EXPERIENCE WITH A MASTER'S DEGREE. APPLICANTS WHO HAVE PASSED THE NCEES STRUCTURAL ENGINEERING I EXAMINATION, NCEES STRUCTURAL ENGINEER II EXAMINATION, OR BOTH MAY BE GRANTED A CIVIL ENGINEERING REGISTRATION.]

12 AAC 36.109. Landscape architect registration by comity. (a) Under AS 08.48.191(d), the board, executive secretary of the board, or its designee may issue a landscape architecture certificate of registration to an applicant who

(1) documents education and passage of examinations that meet the requirements of (b) of this section;

(2) documents work experience that satisfies the requirements of (c) of this section;

(3) has completed the northern design requirements of 12 AAC 36.110; and

(4) has completed a jurisprudence questionnaire prepared by the board, covering the provisions of AS 08.48 and this chapter.

(b) An applicant for a certificate of registration as a landscape architect by comity must submit

(1) an application for registration by comity in compliance with 12 AAC 36.010, including the applicable fees established in 12 AAC 02.110;

(2) verification of a current registration to practice landscape architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that is based on education, experience, and examination requirements that the board determines were at least equivalent to the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued; and

(3) either

(A) verification of at least 24 months of responsible charge experience as a landscape architect as defined under AS 08.48.341(9) or as verified by the signature and seal, except as provided in (c) of this section, by the landscape architect who supervised the applicant and who at the time of providing supervision, was legally registered as a professional landscape architect in a state, territory, or possession of the United States, or a foreign country; or

(B) if the applicant has been practicing landscape architecture for five years or more in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, two letters of reference verifying that experience; each letter must be signed and sealed, except as provided in (c) of this section, by a landscape architect who is legally registered in a state, territory, or possession of the United States, territory, the District of Columbia, or a foreign country.

(c) An applicant for a certificate of registration as a landscape architect by comity under this section may submit council record issued by CLARB to verify the applicant's qualifications including

(1) examination results;

(2) education; and

(3) registration in another licensing jurisdiction.

(d) If a landscape architect who provides work experience verification under (b)(2) of this section or reference letter under (b)(3) of this section does not possess a seal, the applicant must provide the board a statement from that landscape architect

(1) providing that landscape architect's registration number; and

(2) for the landscape architect providing a reference letter, certification that the registration of that landscape architect is current.

From: [Elizabeth Johnston](#)
To: [Neal, Sara J \(CED\)](#)
Subject: regulation change-new business
Date: Monday, November 15, 2021 11:23:10 AM
Attachments: [image.png](#)

Taking a stab at finishing this action item to improve definition of subprofessional experience.

(22) "subprofessional work" means time spent working as rodman, chainman, recorder, draftsman, clerk of works, instrument man, inspector, work as a tradesperson such as electrician or plumber, or similar work where personal responsibility and technical knowledge are slight;

From: [Elizabeth Johnston](#)
To: [Neal, Sara J \(CED\)](#)
Subject: new business-sealing record drawings
Date: Monday, November 15, 2021 7:05:07 AM
Attachments: [image.png](#)

I know we have sent multiple letters on this topic although I couldn't lay my hands on them this morning but to start the ball rolling for new business I have some guidance manual language on sealing of record/asbuilt drawings. If you have a moment to search board correspondence for the previous correspondence on this topic we could include it now under new business or in February.

SEALING PROFESSIONAL WORK

The law and applicable codes in Alaska have requirements that professional submissions must be sealed by the professional who prepared the documents and/or supervised the preparation. Specific Alaskan laws require that drawings used for construction bear the seal of an Alaskan registered architect, engineer, land surveyor, and/or landscape architect, as appropriate. Additionally, the International Building Code as adopted by 13 AAC 50-55 contains this requirement.

Registered architects, engineers, land surveyors, and landscape architects are responsible for their professional design services. The public, as well as building officials, rely on the professional's expertise. As a result, professional submissions, such as drawings, specifications, and calculations, should clearly show the identity of the professional who prepared them. Drawings, ~~specifications, and calculations~~ must have a signed and dated seal and otherwise comply with the requirements of state laws. Ultimately, the responsibility for any deficiencies may not be clear without the required proper professional identification.

The State Fire Marshal or the designated building official require that all drawings have the seal of an architect, engineer, land surveyor, or landscape architect, as appropriate. Alternately, a notation on the drawings and/or building permit applications must note the reason for the lack of a seal or the state law exempting the preparation of the drawings by registered professionals. (AS 08.48.331)

~~Asbuilt or record drawings other than final plats/plans/plates are not final work products and should not be sealed.~~

From: [Elizabeth Johnston](#)
To: [Neal, Sara J \(CED\)](#)
Subject: stamping calcs-new business
Date: Monday, November 15, 2021 6:56:42 AM
Attachments: [image.png](#)

I was supposed to come up with revised guidance manual language on the stamping of calculations. See below for new business unless someone else got to it first.

with track changes:

Registered architects, engineers, land surveyors, and landscape architects are responsible for their professional design services. The public, as well as building officials, rely on the professional's expertise. As a result, professional submissions, such as drawings, specifications, and calculations, should clearly show the identity of the professional who prepared them. Drawings, ~~specifications, and calculations~~ must have a signed and dated seal and otherwise comply with the requirements of state laws. Ultimately, the responsibility for any deficiencies may not be clear without the required proper professional identification.

Registered architects, engineers, land surveyors, and landscape architects are responsible for their professional design services. The public, as well as building officials, rely on the professional's expertise. As a result, professional submissions, such as drawings, specifications, and calculations, should clearly show the identity of the professional who prepared them. Drawings must have a signed and dated seal and otherwise comply with the requirements of state laws. Ultimately, the responsibility for any deficiencies may not be clear without the required proper professional identification.

From: [Pat Swedeen](#)
To: [Board of AELS \(CED sponsored\)](#)
Subject: Expiration of Engineering Reports
Date: Monday, September 20, 2021 11:05:05 AM

Good morning,

Thank you for your assistance last week regarding the validity of engineering reports, I am following up with this email to see if we can get more clarity.

Here is my question:

Do engineering reports performed, sealed, and signed by appropriately Alaska-licensed professionals “expire” after a certain amount of time?

We currently have two specific examples in our queue:

1. A report created 30-months ago resulting from a licensed civil engineer’s assessment of an existing 30+ year-old dwelling foundation, the original structure was damaged in fire and removed down to the foundation ~15-years ago.
2. An engineered design for a single-family dwelling (not standard light-frame construction), the designer is still licensed in AK but the expiration date shown on the signed seal has lapsed.

Please let me know if there is any information and/or guidance that would help us determine when (if?) engineering reports and/or designs expire.

Best regards,

Pat Swedeen, CBO/CFM

Building Official/Fire Marshal
City and Borough of Sitka Building Department
100 Lincoln St.
Sitka, AK 99835
907-747-1832

From: [Nick Maynes](#)
To: [Board of AELS \(CED sponsored\)](#)
Subject: Registered Professional Engineer - Metallurgy and Materials
Date: Thursday, October 28, 2021 11:21:36 AM

Hello AELS Board,

I have set a goal to become a PE in Metallurgy and Materials. There are very few (only 5 listed) and I am wondering if it is acceptable to the board to work under a PE in Mechanical Engineering for my responsible charge work or mentorship program.

I have reviewed the State of Alaska website for AELS as well as 12 AAC 36.

Ultimately I am looking for the most acceptable action to the Board to achieve my goal.

Thank you for your time.

Sincerely,

Nick Maynes



VFDA Projects Manager
O: 907-835-1329
C: 907-378-8368

Sec. 08.48.331. Exemptions. (a) This chapter does not apply to

(1) a contractor performing work designed by a professional architect, engineer, or landscape architect or the supervision of the construction of the work as a supervisor or superintendent for a contractor;

(2) workers in building trades crafts, earthwork, grounds keeping, or nursery operations, and superintendents, supervisors, or inspectors in the performance of their customary duties **unless those duties are defined in 08.48.341 as the practice of architecture, engineering, land surveying, or landscape architecture**;

(3) an officer or employee of the United States government practicing architecture, engineering, land surveying, or landscape architecture as required by the person's official capacity;

(4) an employee or a subordinate of a person registered under this chapter if the work or service is done under the direct supervision of a person registered under this chapter;

(5) associates, consultants, or specialists retained by a registered individual, a partnership of registered individuals, a corporation, a limited liability company, or a limited liability partnership authorized to practice architecture, engineering, land surveying, or landscape architecture under this chapter, in the performance of professional services if responsible charge of the work remains with the individual, the partnership, or a designated representative of the corporation, limited liability company, or limited liability partnership;

(6) a person preparing drawings or specifications for

(A) a building for the person's own use and occupancy as a single family residence and related site work for that building;

(B) farm or ranch buildings and their grounds unless the public health, safety, or welfare is involved;

(C) a building that is intended to be used only as a residence by not more than

(i) four families and that is not more than two stories high and the grounds of the building; or

(ii) two families and that is not more than three stories high and the grounds of the building, if

the building is located in a municipality that has adopted a building or residential code that applies to the building and if the building complies with the building or residential code;

(D) a garage, workshop, or similar building that contains less than 2,000 square feet of floor space to be used for a private noncommercial purpose and the grounds of the building;

(7) a specialty contractor licensed under AS 08.18 while engaged in the business of construction contracting for work designed by an architect, engineer, or landscape architect that is within the specialty to be performed or supervised by the specialty contractor, or a contractor preparing shop or field drawings for work that the specialty contractor has contracted to perform;

(8) a person furnishing drawings, specifications, instruments of service, or other data for alterations or repairs to a building or its grounds that do not change or affect the structural system or the safety of the building, or that do not affect the public health, safety, or welfare;

(9) a person who is employed by a postsecondary educational institution to teach engineering, architectural, **land surveying**, or landscape architectural courses; in this paragraph, "postsecondary educational institution" has the meaning given in AS 14.48.210;

(10) an officer or employee of an individual, firm, partnership, association, utility, corporation, limited liability company, or limited liability partnership, who practices engineering, architecture, land surveying, or landscape architecture involved in the operation of the employer's business only, and further provided that neither the employee nor the employer offers engineering, architecture, land surveying, or landscape architecture services to the public; exclusions under this paragraph do not apply to buildings or structures whose primary use is public occupancy;

(11) [A PERSON WHILE INVOLVED IN REVEGETATION, RESTORATION, RECLAMATION, REHABILITATION, OR EROSION CONTROL FOR DISTURBED LAND THAT THE BOARD DETERMINES DOES NOT AFFECT THE PUBLIC HEALTH, SAFETY, OR WELFARE;

(12) A PERSON WHILE MAINTAINING OR DIRECTING THE PLACEMENT OF PLANT MATERIAL THAT THE BOARD DETERMINES DOES NOT AFFECT THE PUBLIC HEALTH, SAFETY, OR WELFARE;]

(13) an employee, officer, or agent of a regulatory agency of the state or a municipality when reviewing drawings and specifications for compliance with the building codes of the state or a municipality if the drawings and specifications have been sealed and signed by an architect, engineer, land surveyor, or landscape architect or the preparation of the drawings and specifications is exempt under this section from the requirements of this chapter; in

Seeking clarity on what "authorized by the DPS means" this paragraph, "building codes" includes codes relating to building, mechanical, plumbing, electrical, fire safety standards, and zoning;

(14) a person who is designing fire detection or suppression systems and **is authorized by the Department of Public Safety** to design fire detection or suppression systems.

(5) this exemption may need to be modified unless 36.185 (a) (7) "direct supervisory control" is modified or defined.

[(B) THE REQUIREMENT TO BE REGISTERED AS A LANDSCAPE ARCHITECT UNDER THIS CHAPTER ONLY APPLIES TO A PERSON WHO PRACTICES AN ASPECT OF LANDSCAPE ARCHITECTURE THAT THE BOARD HAS DETERMINED AFFECTS THE PUBLIC HEALTH, SAFETY, OR WELFARE.]

Sec. 08.48.341. Definitions. In this chapter,

- (1) “architect” means a professional architect;
- (2) “board” means the State Board of [REGISTRATION FOR ARCHITECTS, ENGINEERS AND LAND SURVEYORS] **Design Professions**;
- (3) “building” means a structure used or intended for human occupancy;
- (4) “certificate of authorization” means a certificate issued by the board authorizing a corporation, a limited liability company, or a limited liability partnership to provide professional services in architecture, engineering, land surveying, or landscape architecture through individuals legally registered by the board;
- (5) “certificate of registration” means a certificate issued by the board recognizing the individual named in the certificate as meeting the requirements for registration under this chapter;
- (6) “design of minor importance” means a design that is incidental to the discipline of a registrant and is within the discipline of the registrant, but does not include comprehensive design services of any particular building type, structure, building system, engineering system, or site development;
- (7) “engineer” means a professional engineer;
- (8) “land surveyor” means a professional land surveyor;
- (9) “landscape architect” means a professional landscape architect;
- (10) “limited liability company” means an organization organized under AS 10.50 or a foreign limited liability company; in this paragraph, “foreign limited liability company” has the meaning given in AS 10.50.990;
- (11) “limited liability partnership” means a limited liability partnership or a foreign limited liability partnership, as those terms are defined in AS 32.06.995;
- (12) “practice of architecture” means [PROFESSIONAL SERVICE OR CREATIVE WORK IN] the design **and associated services** of buildings, the teaching of advanced architectural courses in institutions of higher learning, consultation, investigation, evaluation, planning, design, and professional observation of construction of public or private buildings, works, or projects, and architectural review of drawings and specifications by regulatory agencies; “practice of architecture” **may by regulation of the board** include mechanical, electrical, or structural design of minor importance;
- (13) “practice of engineering” means **design and associated** [PROFESSIONAL] services [OR CREATIVE WORK, THE ADEQUATE PERFORMANCE OF WHICH] **that require[S] the application of** specialized knowledge of applied mathematics and sciences [, DEALING WITH THE DESIGN OF] **for** structures, machines, equipment, utilities systems, materials, processes, works, or projects, public or private; the teaching of advanced engineering courses in institutions of higher learning; the direction of or the performance of engineering surveys, consultation, investigation, evaluation, planning, and professional observation of construction of public and private structures, works, or projects and engineering review of drawings and specifications by regulatory agencies; “practice of engineering” **may by regulation of the board** include architectural building design of minor importance, but it does not include comprehensive architectural services;
- (14) “practice of land surveying” means the teaching of land surveying courses at an institution of higher learning, or any service or work [THE ADEQUATE PERFORMANCE OF WHICH INVOLVES] **that requires** the application of special knowledge of the principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence of the act of measuring and locating land, geodetic and cadastral surveys for the location and monumentation of property boundaries, for the platting and planning of land and subdivisions of land, including the topography, alignment, and grades for streets, and for the preparation and perpetuation of maps, record plats, field note records and property descriptions that represent these surveys;
- (15) “practice of landscape architecture” means [PROFESSIONAL SERVICES OR CREATIVE WORK IN] **the design and associated services of the landscape that requires the** [SITE INVESTIGATION, RECONNAISSANCE, RESEARCH, PLANNING, DESIGN, AND PREPARATION SERVICES RELATED TO DRAWINGS AND CONSTRUCTION DOCUMENTS, OBSERVATION OF CONSTRUCTION, AND LOCATION, ARRANGEMENT, AND DESIGN OF INCIDENTAL AND NECESSARY TANGIBLE OBJECTS AND FEATURES FOR THE PURPOSE OF
 - (A) PRESERVATION AND ENHANCEMENT OF LAND USES AND NATURAL LAND FEATURES;
 - (B) LOCATION AND CONSTRUCTION OF AESTHETICALLY PLEASING AND FUNCTIONAL APPROACHES FOR STRUCTURES, ROADWAYS, AND WALKWAYS;
 - (C) ESTABLISHING OR MAINTAINING TRAILS, PLANTINGS, LANDSCAPE IRRIGATION, LANDSCAPE LIGHTING, AND LANDSCAPE GRADING; OR

(D) GENERALIZED PLANNING OF THE DEVELOPMENT OF LAND AREAS IN A MANNER THAT IS SENSITIVE TO THE AREA'S NATURAL AND CULTURAL RESOURCES;] application of specialized knowledge of applied mathematics and sciences to evaluate, plan, and design landscape architecture projects, public and private; the teaching of advanced landscape architectural courses in institutions of higher learning; the direction of, or the performance of, preparing and administering drawings, specifications, permit documents, and other documents for the use and preservation of natural and built landscape environments; review of drawings and specifications by regulatory agencies; "practice of landscape architecture" may, by regulation of the board, include architectural or engineering design of minor importance.

(16) "professional architect" means a person who has been legally registered as a professional architect by the board;

(17) "professional engineer" means a person who has been legally registered as a professional engineer by the board;

(18) "professional land surveyor" means a person who has been legally registered as a professional land surveyor by the board;

(19) "professional landscape architect" means a person registered as a profession landscape architect by the board;

(20) "responsible charge" means the direct control and personal supervision of work;

(21) "shop drawing" or "field drawing" means a drawing prepared by a contractor, subcontractor, or vendor that shows how a particular aspect of the work is to be fabricated and installed and demonstrates how an aspect of the work will satisfy the requirements of the construction document, but does not include a final drawing, specification, survey, plat, plate, report, or other similar document;

(22) "structure" means a system of materials and components that resists horizontal and vertical loads;

12 AAC 36.990. DEFINITIONS. (a) For the purposes of this chapter and AS 08.48, unless the context requires otherwise

- (1) "advanced courses" means courses in institutes of higher learning **beyond the second academic year;**
- (2) "board" means the State Board of Registration for [ARCHITECTS, ENGINEERS, AND LAND SURVEYORS] **design professions;**
- (3) "chemical engineering" means the branch of professional engineering that embraces studies and activities relating to applied chemistry, both industrial and nonindustrial, concerned with chemical materials, their composition, locations, transportation, and storage; chemical and physical-chemical processes naturally occurring or artificially operated, their matter and energy changes, the conditions of temperature, concentration and media for those changes, including apparatus and analytical control; chemical products, their quality, quantity, applications, uses, and values; preparation of materials for public or industrial use, including water supply, waste abatement, and pollution control; and the organizational and economic aspects of these studies and activities;
- (4) "civil engineering" means the branch of professional engineering that embraces studies and activities relating to research, design, and construction of fixed works, other than significant structures, for irrigation, drainage, waterpower, water supply and treatment, flood control, inland waterways, harbors, municipal improvements, railroads, highways, tunnels, airports and airways, sewerage, refuse disposal, foundations, structures, and bridges, and the organizational and economic aspects of these studies and activities;
- (5) **"design" means the original and unique application of basic aesthetic, mathematical and physical and chemical principles to provide an acceptable solution of a problem or project;**
- (6) repealed 8/26/98;
- (7) "ABET" means Accreditation Board for Engineering and Technology;
- (8) "electrical engineering" means the branch of professional engineering that embraces studies and activities relating to generation, transmission and utilization of electrical energy, fire detection and alarm systems, control systems, electronic systems, and to telecommunications systems and facilities, including the design of electrical, electronic and magnetic circuits and components, and the technical control of their operation and of the design of electrical, fire alarm gear, control, electronic and telecommunications gear, and the organizational and economic aspects of these studies and activities;
- (9) "mechanical engineering" means the branch of professional engineering that embraces studies and activities relating to the generation, transmission and utilization of energy in the thermal and mechanical form; engineering issues relating to the production of tools, machinery and their products; mechanical processes, heating, air conditioning, refrigeration, product transport, fire and smoke suppression, and plumbing; and the research, design, production, operation, control, and the organizational and economic aspects of these studies and activities;
- (10) "mining and mineral processing engineering" means the branch of professional engineering that embraces studies and activities relating to the exploration, location, and recovery of mineral commodities, and the research, design, construction, and development of structures, devices, and facilities of production, and the organizational and economic aspects related to these studies and activities;
- (11) repealed 7/26/97;
- (12) "NCARB" means the National Council of Architectural Registration Boards;
- (13) "NCEES" means the National Council of Examiners for Engineering and Surveying
- (14) "petroleum engineering" means the branch of professional engineering that embraces studies or activities relating to the exploration, location, and recovery of natural fluid hydrocarbons, and the research, design, production, operations of devices, facilities of production, and the organizational and economic aspects of these studies and activities;
- (15) repealed 9/30/78;
- (16) repealed 9/30/78;
- (17) "professional engineering" includes the branches of
 - (A) [AGRICULTURAL ENGINEERING;]
 - (B) chemical engineering;
 - (C) civil engineering;
 - (D) control systems engineering;
 - (E) electrical engineering;
 - (F) environmental engineering;
 - (G) fire protection engineering;
 - (H) industrial engineering;
 - (I) mechanical engineering;
 - (J) metallurgical and materials engineering;
 - (K) mining and mineral processing engineering;
 - (L) naval architecture and marine engineering;
 - (M) [NUCLEAR ENGINEERING;]
 - (N) petroleum engineering;
 - (O) **[STRUCTURAL ENGINEERING;]**

Commented [JAD(1): REMOVE from here and list separately. SE is not a branch of professional engineering. Is it considered a post-PE registration in AK

(18) "professional work" means the time the applicant has been occupied in [ARCHITECTURE,] engineering, land surveying, or landscape architecture work of higher grade and responsibility than that of subprofessional work;

(19) "responsible charge of work in the field" means the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant has to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from [HIS] superiors and where the applicant has to supply solutions to deficiencies in plans or has to correct errors in designs without first referring them to higher authority for approval, except where the approval is a matter of form;

(20) "responsible charge" as it pertains to "work in the office" means undertaking investigations or carrying out assignments, which demand resourcefulness and originality, or making plans, writing specifications, and directing drafting and computations for the design of architectural, engineering, **landscape architecture**, or land surveying work with only rough sketches, general information and field measurements for reference;

(21) "state" means the State of Alaska;

(22) "subprofessional work" means time spent working as rodman, chainman, recorder, draftsman, clerk of works, instrument man, inspector, or similar work where personal responsibility and technical knowledge are slight;

(23) "specialty contractor" means the same as in AS 08.18.171;

(24) "registration by comity" means registration by recognition of the applicant's credentials accepted by another jurisdiction;

(25) "registrant" means an individual architect, engineer, land surveyor, landscape architect, corporation, limited liability company, or limited liability partnership, registered or issued a certificate of authorization under this chapter;

(26) "A.S. degree" means an associate of science degree;

(27) "B.S. degree" means a bachelor of science degree;

(28) "M.S. degree" means a master of science degree;

(29) repealed 5/25/2017;

(30) "responsible control" means that amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered engineers, land surveyors, and landscape architects applying the required professional standard of care;

(31) "CLARB" means Council of Landscape Architect Registration Boards;

(32) "LAAB" means Landscape Architectural Accreditation Board;

(33) ["LANDSCAPE ARCHITECT" MEANS A PERSON REGISTERED AS A PROFESSIONAL LANDSCAPE ARCHITECT;]

(34) ["AGRICULTURAL ENGINEERING" MEANS THE BRANCH OF PROFESSIONAL ENGINEERING THAT EMBRACES STUDIES AND ACTIVITIES RELATED TO FACILITY ENGINEERING OF PLANT, ANIMAL, AND COMMODITY ENVIRONMENTS AND STRUCTURES; MACHINERY INVOLVING POWER, ELECTRICAL AND ELECTRONIC MACHINES, CONTROLS AND SENSORS; NATURAL RESOURCE ENGINEERING INVOLVING SOIL, WATER AND PLANT SYSTEMS; PROCESS ENGINEERING INVOLVING FOOD, FEED, FIBER, FUEL PRODUCTS; AND THE ORGANIZATIONAL AND ECONOMIC ASPECTS OF THESE STUDIES AND ACTIVITIES;]

(35) "control systems engineering" means the branch of professional engineering that embraces studies and activities relating to sensor technologies and measurement; signals and transmission, final control elements regarding valves, pressure relieving devices, and other final control elements, control systems analysis and implementation; and the organizational and economic aspects of these studies and activities;

(36) "environmental engineering" means the branch of professional engineering that embraces studies and activities relating to wastewater, storm water, potable water, and water resources; ambient air, emissions sources, and control strategies; solid, hazardous, and special waste; environmental assessments, remediation, and emergency response and applicable codes, standards, regulations, guidelines; and the organizational and economic aspects of these studies and activities;

(37) "fire protection engineering" means the branch of professional engineering that embraces studies and activities relating to fire protection analysis, fire protection management, fire science and human behavior, fire protection systems, fire building systems, and the organizational and economic aspects of these studies and activities;

(38) "industrial engineering" means the branch of professional engineering that embraces studies and activities relating to facilities engineering and planning involving facility requirements, design alternatives, material handling techniques and equipment, systems analysis and design including processes, costing and performance measurement, logistics including production planning and control, distribution and storage and warehousing methods, methods to measure work, workstation design and analysis, ergonomics and safety, quality engineering and control, and the organizational and economic aspects of these studies and activities;

(39) "metallurgical and materials engineering" means the branch of professional engineering that embraces studies and activities relating to the production of metals, metal objects, materials, testing procedures, metal processing, failure analysis procedures and the development of metal alloys, the research, design, construction, and development of devices and facilities of production, and the organizational and economic aspects of these studies and activities;

(40) "naval architecture and marine engineering" means the branch of professional engineering that embraces the studies and activities relating to the mechanics of rigid and deformable bodies, exterior loads on military, public, commercial or private vessels or marine facilities, structural designs, applications, and considerations, vibration considerations including local, vortex induced, flow induced, and global vibrations, intact and damaged hydrostatic

stability, methods and procedures, dynamic stability in waves, hydrodynamics, wind and waves, hull forms and

design, marine engineering involving thermodynamics, internal fluid flow, propulsion and power generators, machine design, HVAC/refrigeration and electrical systems, materials corrosion and corrosion control, navigation and vessel control, hull outfitting, weight engineering, shipbuilding and repair engineering, rules and regulations, human factors, and safety systems, and the organizational and economic aspects of these studies and activities;

(41) ["NUCLEAR ENGINEERING" MEANS THE BRANCH OF PROFESSIONAL ENGINEERING THAT EMBRACES THE STUDIES AND ACTIVITIES RELATING TO NUCLEAR POWER SYSTEMS AND SCIENCE, NUCLEAR COMPONENTS AND SYSTEMS, CONSTRUCTION, OPERATIONAL REGULATIONS, EMERGENCY PLANNING, LICENSING REGULATION, CODES AND STANDARDS, NUCLEAR FUEL AND WASTE MANAGEMENT, NUCLEAR RADIATION, PROTECTION, RADIATION SHIELDING, INTERACTION OF RADIATION WITH MATTER, NUCLEAR CRITICALITY, KINETICS, NEUTRONICS, AND NUCLEAR MEASUREMENTS AND INSTRUMENTS, AND THE ORGANIZATIONAL AND ECONOMIC ASPECTS OF THESE STUDIES AND ACTIVITIES;]

(42) "structural engineering" means the branch of professional engineering that embraces the studies and activities relating to the investigation, evaluation, analysis, design and construction of buildings, bridges, and other structures such as walls, columns, slabs, beams, trusses, or similar members requiring force-resisting and load bearing members and their connections, or similar members used singly or as a part of a larger structure, and the organizational and economic aspects of these studies and activities;

(43) "engineering surveys"

(A) means work performed by a professional engineer to measure and assess structures, machines, equipment, utility systems, materials, processes, and [WORK] public or private works;

(B) does not include the practice of land surveying.

(44) "significant structures" means

(A) hazardous facilities; in this paragraph, "hazardous facilities" means structures housing, supporting, or containing sufficient quantities of toxic or explosive substance to be of danger to the safety of the public if released;

(B) special occupancy structures; in this paragraph, "special occupancy structures" means

(i) buildings and other structures whose primary occupancy is public assembly with an occupant load greater than 300;

(ii) buildings and other structures containing an elementary school, secondary school, or day care facility with an occupant load greater than 250;

(iii) buildings and other structures containing adult education facilities, such as colleges and

universities, with an occupant load greater than 500;

(iv) medical facilities with 50 or more resident, incapacitated patients;

(v) jails and detention facilities; and

(vi) all buildings or structures with an occupant load greater than 5,000;

(C) essential facilities that have a ground area of more than 4,000 square feet and are more than 20 feet in mean roof height above average ground level; in this paragraph "essential facilities" means

(i) hospitals and other medical facilities having surgery and emergency treatment areas;

(ii) fire and police stations;

(iii) tanks or other structures containing, housing, or supporting water or fire suppression material or equipment required for the protection of essential or hazardous facilities or special occupancy structures;

(iv) emergency vehicle shelters and garages;

(v) structures and equipment in emergency preparedness centers;

(vi) standby power-generating equipment for essential facilities;

(vii) structures and equipment in government communication centers and other facilities requiring emergency response;

(viii) aviation control towers, air traffic control centers, and emergency aircraft hangars; and

(ix) buildings and other structures having critical national defense functions;

(D) structures exceeding 100 feet in height above average ground level;

(E) buildings that are customarily occupied by human beings and are four stories or 45 feet or more above average ground level; and

(F) bridges having a total span of more than 200 feet and piers having a surface area greater than 10,000 square feet;

(45) "AXP" means the Architect Experience Program administered by NCARB and constitutes the record keeping system for verifying an intern-architect's fulfillment of the education and training standards established by NCARB.

(b) For purposes of this chapter, "department" means the Department of Commerce, Community, and Economic Development.

(c) For the purposes of AS 08.48.331(a)(14), "designing fire detection or suppression systems" includes those studies and activities related to the installation, maintenance, and inspection of those systems, including the direction of or the performance of fire protection systems surveys, consultation, investigation, evaluation, planning, and observations of construction and the organizational and economic aspects of those studies and activities.

(46) **"progressive structural experience" means that a candidate for structural licensure progresses in job knowledge and duties, and that their experience and level of responsibility and knowledge of their profession also increases.**

- (47) “mentoring program” is an arranged agreement between a licensee and a mentee in which the licensee reviews the mentee’s work on a regular basis to ensure that the work meets the standard of care of the applicable design discipline and confirms that the mentee is developing experience and responsible charge.

Authority:	AS 08.48.101	AS 08.48.181	AS 08.48.331
	AS 08.48.171	AS 08.48.191	

October 28, 2021

Report from the “Board Created” ad hoc focus group

Members: Loren Leman, chairman; Bob Bell, Ed Leonetti, Fred Wallis

Our charge was to look at AS 08.48.011, the statute that created the Board and defines its composition, and consider options to deal primarily with two issues that some of us consider shortcomings and consider other changes that might produce greater equity among the professions regulated.

Based on numbers of registrants, it makes sense to have both an EE and an ME on the Board. Currently it's one or the other. Additionally, based on complexity of issues about testing, it might be good to have a structural engineer on the Board. Colin Maynard has been a resource for consultations since he stepped off the Board.

Although not limited by these, starting options offered by Board members in our charge during the last meeting were to:

- Increase membership from 11 to 13 and pick-up these new members
- Revise Board membership to more closely align with # of registrants
- Do nothing.

Here is the current statute:

Sec. 08.48.011. **Board created.**

(a) There is created the State Board of Registration for Architects, Engineers, and Land Surveyors. The board shall administer the provisions of this chapter and comply with AS 44.62 (Administrative Procedure Act).

(b) The board consists of **11 members** appointed by the governor having the qualifications as set out in AS 08.48.031. The board consists of **two civil engineers, two land surveyors, one mining engineer, one electrical or mechanical engineer, one engineer from another branch of the profession of engineering, two architects, one landscape architect, and one public member.**

(c) Notwithstanding (b) of this section, if a mining engineer who qualifies for appointment to the board and is interested in serving on the board is not available, the governor may appoint a petroleum or chemical engineer to the seat designated for a mining engineer.

Bob Bell had given this considerable thought and offered several options for realignment and number change. Some of his options included increasing to 13 members, decreasing to 9 or even 7, and realigning membership.

We met by Zoom twice, on October 11 and October 21, for a total of 2.5 hours of meeting time. Discussion was lively, cordial, impassioned, yet realistic. We did not arrive at a recommended solution with full agreement. However, we did agree on a few points:

1. If this work is this tough for us to reach consensus, we can only imagine what might happen at the full Board or when and if this reaches the Legislature. I shared with members my own experience in the Legislature in trying to change membership slightly.

2. Reducing or removing membership for a profession will be difficult. Adding a member(s) would be easier, but that could make the Board more unwieldy.
3. We believe it would be desirable to have an EE and an ME on the Board.
4. Speaking for myself, as one of the civil engineers on the Board (with practice primarily in environmental engineering), if a broader realignment of other disciplines were being done, I could be willing to support changing the civil engineering membership to one civil engineer, and one civil or structural or environmental engineer. Structural and environmental disciplines have traditionally been part of civil engineering.
5. Another possibility, if both mechanical and electrical disciplines are represented on the Board would be one mechanical or metallurgical engineer; and one electrical or control systems or fire protection engineer. But none of us really wanted to increase the Board size to 13.
6. Although numbers alone might suggest that two seats for land surveyors could be reduced from two to one, Bob Bell presented compelling arguments on why surveying training and issues are sufficiently different from engineering that it would be wise to keep both members.
7. We recognize that politics will probably keep the Legislature from changing the mining engineer listing (now with fallback to chemical or petroleum engineer), not that any of us want to short that discipline. But some members thought a mining or petroleum or chemical engineer made sense.
8. We agreed that as a stand alone issue, proposing a change to the Board make-up is probably not wise. However, if we have a statute fix-up bill moving, we might want to consider changes. But if HB61 gets traction, that bill proposes changes to Board membership that we were not consulted on, and I'd venture a guess that no one on our Board supports them.
9. None of us support a proposal in the current version of HB61 that adds an interior designer seat to the Board, at least not without a probationary period, like landscape architects had. Some members suggested that if interior designers really want to be represented (before they are regulated), they might lobby the Governor to appoint one of their colleagues to the public seat.

Respectfully submitted,

Loren Leman

Continuing Education Report: Architects, Engineers, Land Surveyors, & Landscape Architects

Biennial Renewal Period Ending December 31, 2021

PART II: Certification

All activities must be relevant to the practice of architecture, engineering, land surveying, or landscape architecture and relevant to promoting the public health, safety, and welfare (HSW) within Alaska. The activities may include technical, ethical, or managerial content. This form may be duplicated if necessary. **Documentation is required.**

Registrant Name:		Registration #:	
-------------------------	--	------------------------	--

Date of Activity	Activity Title	Sponsoring Organization	Speaker/Instructor	Location & Duration	HSW Related (yes/no)	Unit of Credit or/PDHs Earned

Total PDHs Earned:
PDHs Being Carried Forward:

October 28, 2021

Legislative Committee Report

At our committee meeting on October 28 we agreed to recommend monitoring HB61 and if it gets scheduled for a hearing, submit testimony to House Finance Committee, the next committee of referral. In our opinion, House Labor & Commerce Committee did not do its job, but instead reported the bill from committee without addressing serious issues we raised.

The first four points in this testimony are the same as what Catherine Fritz presented previously on April 26, representing the Board. In addition, today we added a new fifth point to counter information we understand is being shared with legislators. We believe it misrepresents what the bill does.

Testimony from the Board of Registration for Architects, Engineers & Land Surveyors on HB61

We held a special meeting of the Board on April 14 to review and discuss HB61. One of our members, Catherine Fritz, subsequently testified to the House Labor & Commerce Committee, expressing our concerns. At the time we believed HB61 needed more review, discussion with the bill's supporters so we could understand its full implications and relate our concerns to legislators. We shared the first four concerns listed on this paper with the Labor & Commerce Committee, but none of these were incorporated in a bill mark-up. We believe this should have been done before the bill was reported from that committee. We have since added a fifth point to clarify what we believe is misinformation that is being shared suggesting that registration under a practice act is voluntary. In all of the other professions regulated by our Board, professional registration is required as defined in Alaska Statutes and the Alaska Administrative Code.

1. The definition of Scope of Practice is excessively broad and incorporates activities that are outside the scope of Health, Safety, and Welfare. Interior design will overlap with architectural practice, as well as incidental practice of some engineering professions. It is essential that the definition of interior design be clear to minimize confusion and reduce enforcement issues.
2. There are many passages within the bill that are not aligned with existing statutory language for other design disciplines. The Board has worked very hard to build consistency, and requests that interior design language be similarly integrated.
3. We are greatly concerned about the workload and impacts of adding a new design discipline and two members to the Board. We have had extensive turnover in staff in the past two years, both in operations and enforcement. The complexities of our multi-discipline board (with a myriad of details within each discipline) are already substantial, and we are very concerned about adding a new discipline without thoroughly understanding its impacts.
4. HB61 relies heavily on an organization called The Council for Interior Design Qualification (CIDQ) to determine the adequacy of a candidate's Education, Experience, and Examination. The Board currently has three national organizations that it relies upon to continually assess the adequacy of this 3-legged stool. Each has

robust systems in place that include writing and administering exams, developing standards for practice, and evaluating educational adequacy. CIDQ would become a fourth. Does CIDQ appropriately align with Alaska Statutes, and is it similarly rigorous and collaborative? An example of potential concern is exam eligibility. Alaska Statutes require the Board to review and approve candidates before examination. We understand that CIDQ's approval for a candidate's exam is granted without regard to the Board. Can CIDQ change this practice? We don't yet know.

5. It is important to understand that HB61 establishes licensure for interior designers through what is known as a "practice act," requiring that anyone practicing interior design would be required to comply with the education, examination, and experience defined in statute and regulation. The most common framework for regulating interior design in the U.S. is through voluntary certification (approximately 27 states) while only four jurisdictions regulate interior design through practice acts (Nevada, Louisiana, North Carolina, and the District of Columbia.) There are significant differences in regulated responsibility and authority in each state, making it difficult to compare HB 61 to the laws in other jurisdictions. If HB 61 were modified to certify interior designers through what is known as a "title act," individuals who wished to use the title Interior Designer could be recognized through a voluntary process without being charged with health, safety, and welfare responsibilities in the current AELS statute and regulations subsequently adopted by the Board.

We recommend that the full Board consider and approve submittal of this testimony at our next meetings on November 15 and 16.

Submitted by Loren Leman, Chairman
Legislative Committee

Other members participating: Catherine Fritz, Bob Bell, Ed Leonetti

Statutes and Regulations
**Architects, Engineers,
Land Surveyors, and
Landscape Architects**

April 2019



DEPARTMENT OF COMMERCE, COMMUNITY,
AND ECONOMIC DEVELOPMENT

***DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING***

NOTE: The official version of the statutes in this document is printed in the Alaska Statutes, copyrighted by the State of Alaska. The official version of the regulations in this document is published in the Alaska Administrative Code, copyrighted by the State of Alaska. If any discrepancies are found between this document and the official versions, the official versions will apply.

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
State Board of Registration for Architects, Engineers, and Land Surveyors
333 Willoughby Avenue, 9th Floor, State Office Building
P.O. Box 110806
Juneau, Alaska 99811-0806
(907) 465-2540
Internet Address:
<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors.aspx>

TABLE OF CONTENTS

	Page
Section	
1. Architects, Engineers, Land Surveyors, and Landscape Architects Statutes (AS 08.48)	1
2. Architects, Engineers, and Land Surveyors Regulations (12 AAC 36)	10

CHAPTER 48.
ARCHITECTS, ENGINEERS, LAND SURVEYORS, AND LANDSCAPE ARCHITECTS

Article

1. Board of Registration (§§ 08.48.011—08.48.141)
2. Registration and Practice (§§ 08.48.171—08.48.265)
3. Unlawful Acts (§§ 08.48.281—08.48.295)
4. General Provisions (§§ 08.48.311—08.48.351)

ARTICLE 1.
BOARD OF REGISTRATION.

Section

11. Board created
21. Appointments and terms
31. Qualifications
41. Removal of members
51. Organization and meetings
55. Executive Secretary of the Board; Investigator
61. Finances
71. Records and reports
91. Examinations
101. Regulations; bylaws; code of ethics
111. Power to revoke, suspend, or reissue certificate
121. Disciplinary action and procedure
131. Injunction
141. Legal counsel

Sec. 08.48.011. Board created. (a) There is created the State Board of **Design Professionals** [REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS]. The board shall administer the provisions of this chapter and comply with AS 44.62 (Administrative Procedure Act).

(b) The board consists of 11 members appointed by the governor having the qualifications as set out in AS 08.48.031. The board consists of one structural engineer, two civil engineers, two land surveyors, one mining engineer, one electrical, one [OR] mechanical engineer, one engineer from another branch of the profession of engineering not otherwise represented on the board, two architects, one landscape architect, and one public member.

(c) Notwithstanding (b) of this section, if a mining engineer who qualifies for appointment to the board and is interested in serving on the board is not available, the governor may appoint a petroleum or chemical engineer to the seat designated for a mining engineer.

(d) Notwithstanding (b) of this section, if an electrical engineer who qualifies for appointment to the board and is interested in serving on the board is not available, the governor may appoint a controls system or fire protection engineer to the seat designated for an electrical engineer.

(e) Notwithstanding (b) of this section, if a mechanical engineer who qualifies for appointment to the board and is interested in serving on the board is not available, the governor may appoint a controls system or fire protection engineer to the seat designated for a mechanical engineer.

Sec. 08.48.021. Appointments and terms. (a) The governor shall give each member of the board a certificate of appointment, and the member shall file with the lieutenant governor a written oath or affirmation for faithful discharge of the member's official duty.

(b) [Repealed, Sec. 49 ch 94 SLA 1987].

(c) For purposes of determining appointments and terms under AS 08.01.035, notwithstanding the reference in that section relating to eligibility for reappointment after serving a full or partial term,

(1) a member who has served all of two successive terms on the board may not be reappointed to the board unless four years have elapsed since the person last served on the board; and

(2) for purposes of (1) of this subsection, a person who serves for two years or more of a four-year term is considered to have served a full term.

Sec. 08.48.031. Qualifications. Each member of the board must have been a resident in the state for three consecutive years immediately preceding appointment and, except for the public member, must be registered and have a minimum of five years of professional practice in the member's respective field.

Sec. 08.48.041. Removal of members. The governor may remove a member of the board for misconduct,

Commented [JAD(1)]: The board is interested in updating the name to include all regulated professions

incompetency, or neglect of duty.

Sec. 08.48.051. Organization and meetings. The board shall hold at least four regular meetings each year. Special meetings may be held as the bylaws of the board provide. The board shall elect or appoint annually from its members the following officers: chair, vice-chair, and secretary.

Sec. 08.48.055. Executive [SECRETARY] Administrator of the Board; Investigator. (a) The department, in consultation with the board, shall employ two persons who are not members of the board. One shall serve as the executive [secretary] administrator of the

board. The other shall serve as investigator for the board. The executive[secretary] **administrator** is the principal executive officer of the board and is in the partially exempt service under AS 39.25.120.

- (b) The executive [secretary] **administrator** of the board **employed under (a) of this section** shall:
 - (1) perform duties as prescribed by the board
 - (2) **review and approve comity applications as prescribed by the board.**
- (c) The investigator employed under (a) of this section
 - (1) shall conduct investigations into alleged violations of this chapter and into alleged violations of regulations and orders of the board;
 - (2) shall, at the request of the board, conduct investigations based on complaints filed with the department or with the board; and
 - (3) is directly responsible and accountable to the board, except that only the department has authority to terminate the investigator's employment, and the department shall provide day-to-day and administrative supervision of the investigator.

Sec. 08.48.061. Finances. (a) All money derived under the provisions of this chapter shall be deposited in the **general fund**.

- (b) Each member of the board is entitled to receive per diem and travel expenses as authorized by law for other boards and commissions.
- (c) The board may make expenditures from appropriated funds for any purpose that is reasonably necessary for the proper performance of its duties under this chapter. This may include the expenses of the board delegates to meetings of councils of architect examiners, engineering examiners, land surveyor examiners, or landscape architect examiners, or any of their subdivisions. The total amount of disbursements issued in payment of the expenses incurred under this chapter may not exceed the amount of money appropriated by the legislature.

Sec. 08.48.071. Records and reports. (a) The following record of the board's proceedings and of all applications for registration or authorization shall be kept by the Department of Commerce, Community, and Economic Development under AS 08.01.050:

- (1) the name, age, and last known address of each applicant;
- (2) the date of application;
- (3) the place of business of the applicant;
- (4) the education, experience, and other qualifications;
- (5) the type of examination required;
- (6) whether or not the applicant was rejected;
- (7) whether or not a certificate of registration or authorization was granted or endorsed;
- (8) the date of the action of the board;
- (9) other action taken by the board;
- (10) other information that may be considered necessary by the board.
- (b) The record of the board is prima facie evidence of the proceedings of the board, and a transcript, certified by the secretary, is admissible as evidence with the same effect as if the original were produced.
- (c) *[Repealed, Sec. 6 ch 19 SLA 1998, June 28, 1998].*
- (d) Board records and papers of the following class are of a confidential nature and are not public records: examination material for examinations not yet given, file records of examination problems, solutions, letters of inquiry and reference concerning applicants, board inquiry forms concerning applicants, investigation files if an investigation is still pending, and all other matters of a like confidential nature.
- (e) The Department of Commerce, Community, and Economic Development shall, under AS 08.01.050, preserve the records under (a) of this section for the previous five years.
- (f) The Department of Commerce, Community, and Economic Development shall assemble statistics relating to the performance of its staff and the performance of the board, including but not limited to
 - (1) the number of architects, engineers, land surveyors, and landscape architects registered over a **five-year** **period**;
 - (2) the rate of passage of examinations [ADMINISTERED] **required** for registration by the board;
 - (3) the number of persons making application for registration as a professional architect, engineer, land surveyor, or landscape architect over a five-year period;
 - (4) an account of registration fees collected under AS 08.01.065;
 - (5) a measure of the correspondence workload of any licensing examiner employed by the department to carry out this chapter.

Sec. 08.48.091. Examinations. Examinations shall be held at least once each year at places determined by the board. A candidate failing an examination may apply for reexamination in accordance with regulations adopted by the board.

Sec. 08.48.101. Regulations; bylaws; code of ethics. (a) The board may adopt regulations to carry out the purpose of this chapter, including regulations

- (1) describing the contents of an examination;

Commented [JAD(2)]: Is this correct?

Commented [JAD(3)]: Board requested this information to be included in annual reports going forward. Why 5? Is this sufficient?

Commented [JAD(4)]: Board no longer administers the professional exams, but maintains rate of passage

- (2) establishing the conduct of an examination;
- (3) establishing a minimum score for passing an examination;

- (4) establishing bylaws governing its meetings and activities;
 - (5) publishing a code of ethics or professional conduct for those persons regulated by this chapter, including corporations, limited liability companies, and limited liability partnerships under AS 08.48.241;
 - (6) establishing continuing education requirements for persons regulated by this chapter that must be completed before a certificate may be renewed; the continuing education requirements may not exceed standards established by a national accrediting body or other recognized professional organization.
- (b) *[Repealed, Sec. 6 ch 19 SLA 1998].*

Sec. 08.48.111. Power to revoke, suspend, or reissue certificate. The board may suspend, refuse to renew, or revoke the certificate of or reprimand a registrant, corporation, limited liability company, or limited liability partnership who is found guilty of (1) fraud or deceit in obtaining a certificate; (2) gross negligence, incompetence, or misconduct in the practice of architecture, engineering, land surveying, or landscape architecture; or (3) a violation of this chapter, a regulation adopted under this chapter, or the code of ethics or professional conduct as adopted by the board. The code of ethics or professional conduct shall be distributed in writing to every registrant and applicant for registration under this chapter. This publication and distribution of the code of ethics or professional conduct constitutes due notice to all registrants. The board may revise and amend its code and, upon doing so, shall immediately notify each registrant in writing of the revisions or amendments. The board may, upon petition of the registrant, corporation, limited liability company, or limited liability partnership, reissue a certificate if a majority of the members of the board vote in favor of the reissuance.

Sec. 08.48.121. Disciplinary action and procedure. Any person may file with the [SECRETARY] investigator of the board a charge of fraud, deceit, gross negligence, incompetence, misconduct, or violation of this chapter, a regulation adopted under it, or the code of ethics of the board. The charge, constituting an accusation under AS 44.62 (Administrative Procedure Act), shall be in writing and sworn to by the person making it. A charge may be dismissed by the board as unfounded or trivial.

Sec. 08.48.131. Injunction. The board may bring an action in the superior court to enforce compliance with this chapter or an order of the board or to enjoin a person from doing an act that violates this chapter.

Sec. 08.48.141. Legal counsel. The attorney general of the state shall act as legal advisor to the board and render legal assistance upon request of its chair.

ARTICLE 2. REGISTRATION AND PRACTICE.

Section

- 171. General requirements and qualifications for registration
- 181. Registration upon examination
- 191. Registration by comity or endorsement
- 201. Application for registration
- 211. Certificate of registration
- 215. Retired status registration
- 221. Seals
- 231. Expirations and renewals
- 241. Corporations, limited liability companies, and limited liability partnerships
- 251. Certain Partnerships
- 265. Fees

Sec. 08.48.171. General requirements and qualifications for registration. An applicant for registration as an architect, engineer, land surveyor, or landscape architect must be of good character and reputation and shall submit evidence satisfactory to the board of the applicant's education, training, and experience. [HOWEVER, AN APPLICANT FOR REGISTRATION AS A LAND SURVEYOR MAY NOT BE REQUIRED TO SUBMIT EVIDENCE OF MORE THAN EIGHT YEARS OF ANY COMBINATION OF EDUCATION, EXPERIENCE, OR TRAINING.]

Sec. 08.48.181. Registration upon examination. Except as provided in AS 08.48.191, for registration as a professional architect, professional engineer, professional land surveyor, or professional landscape architect, a person shall be examined in this state in accordance with the regulations of procedure and standards adopted by the board under AS 44.62 (Administrative Procedure Act). The procedure and standards shall at least meet the requirements adopted by recognized national examining councils for these professions.

Sec. 08.48.191. Registration by comity [OR ENDORSEMENT]. (a) A person holding a certificate of registration authorizing the person to practice architecture in a state, territory, or possession of the United States, the District of

Commented [JAD(5): Board no longer does.

Columbia, or a foreign country, or holding a certificate of qualification issued by the National Council of

Architectural Registration Boards, that, in the opinion of the board, meets the requirements of this chapter, based on verified evidence, may, upon application, be registered in accordance with the regulations of the board.

(b) A person holding a certificate of registration authorizing the person to practice engineering in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, [THAT, IN THE OPINION OF THE BOARD MEETS THE REQUIREMENTS OF THIS CHAPTER, BASED ON VERIFIED EVIDENCE,] may, upon application, be registered in accordance with regulations of the board if the person's certificate was issued under requirements comparable to those in this state.

(c) A person holding a certificate of registration authorizing the person to practice land surveying in a state, territory or possession of the United States, the District of Columbia, or a foreign country, may, upon application, be registered in accordance with the regulations of the board if the person's certificate was issued under requirements comparable to those in this state.

(d) A person holding a certificate of registration authorizing the person to practice landscape architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, that in the opinion of the board meets the requirements of this chapter, based on verified evidence, may upon application, be registered under the regulations of the board. A person holding a certificate of qualification issued by the Council of Landscape Architectural Registration Boards may upon application be registered under regulations of the board.

Sec. 08.48.201. Application for registration. (a) Application for registration as a professional architect, a professional engineer, a professional land surveyor, or a professional landscape architect shall

(1) be on a form prescribed and furnished by the board;

(2) contain statements made under oath, showing the applicant's education and a detailed summary of the applicant's technical experience; and

(3) [CONTAIN FIVE REFERENCES, THREE OF WHOM MUST BE ARCHITECTS FOR ARCHITECTURAL REGISTRATION, ENGINEERS FOR ENGINEERING REGISTRATION, LAND SURVEYORS FOR LAND SURVEYING REGISTRATION, AND LANDSCAPE ARCHITECTS FOR LANDSCAPE ARCHITECTURAL REGISTRATION, HAVING PERSONAL KNOWLEDGE OF THE APPLICANT'S ARCHITECTURAL, ENGINEERING, LAND SURVEYING, OR LANDSCAPE ARCHITECTURAL EDUCATION, TRAINING OR EXPERIENCE.]

(b) *[Repealed, Sec. 54 ch 37 SLA 1985].*

Sec. 08.48.211. Certificate of registration. (a) An applicant who fulfills the requirements set out by the board shall be awarded a certificate of registration as a professional architect, engineer, land surveyor, or landscape architect, authorizing the holder to offer or perform architectural, engineering, land surveying, or landscape architectural services or work for the public, or to certify or sign architectural, engineering, land surveying, or landscape architectural documents. Certificates of registration issued under this section shall be inscribed on their face in a manner determined by the board.

(b) The certificate of registration [SEALED BY THE BOARD] is prima facie evidence that the person named in it is entitled to all rights and privileges of a professional architect, professional engineer, professional land surveyor, or professional landscape architect while the certificate remains unrevoked or unexpired.

Sec. 08.48.215. Retired status registration. (a) On retiring from practice and payment of an appropriate one-time fee, an individual who is a registrant in good standing with the board may apply for the conversion of a certificate of registration to a retired status registration. An individual holding a retired status registration may not practice architecture, engineering, land surveying, or landscape architecture in the state. A retired status registration is valid for the life of the registration holder and does not require renewal.

(b) An individual with a retired status registration may apply for a certificate of registration. Before issuing a certificate of registration under this subsection, the board may require the applicant to meet reasonable criteria as determined under regulations of the board. The criteria may include submission of continuing education credits and reexamination requirements.

Sec. 08.48.221. Seals. (a) Each registrant may obtain a seal of the design authorized by the board, bearing the registrant's name, registration number, and the legend "Registered Professional Architect," "Registered Professional Engineer," "Registered Professional Land Surveyor," or "Registered Professional Landscape Architect," as appropriate. When a registrant issues final drawings, specifications, surveys, plats, plates, reports, or similar documents, the registrant shall stamp the documents with the seal and sign the seal. The board shall adopt regulations governing the use of seals by the registrant. An architect, engineer, land surveyor, or landscape architect may not affix or permit a seal and signature to be affixed to an instrument after the expiration of a certificate or for the purpose of aiding or abetting another person to evade or attempt to evade a provision of this chapter. The registrant, by affixing the registrant's seal to final drawings, specifications, surveys, plats, plates, reports, or similar documents, and by signing the seal, certifies that the documents were prepared by or under the registrant's direct supervision, are within the registrant's field of practice, or constitute design work of minor importance.

(b) Final drawings, specifications, surveys, plats, plates, reports, or similar documents containing the work of multiple fields of practice shall be sealed and signed by a registrant in each field of practice covered by the document. The registrant shall certify on the face of the document the extent of the registrant's responsibility for all work prepared

Commented [JAD(6): Update to be more aligned with other professions.

Commented [JAD(7): Remove. References are not utilized in this section of the application. Personal knowledge of the applicants education and/or experience is provided through work experience verifications (WEVs) or letters of reference submitted directly by verifiers/ references.

Commented [JAD(8): Certificate of registration is not sealed by the board. Update as appropriate or remove?

Commented [JAD(9): Board requested information on adding an "inactive" status.

under the registrant's seal. When certifying design work of minor importance, the registrant shall identify that work on the document near the registrant's seal and take responsibility for all work prepared under the registrant's seal.

Sec. 08.48.231. Expirations and renewals. (a) To remain valid, certificates shall be renewed in accordance with AS 08.01.100. Notice of renewal dates, given under AS 08.01.050(a)(11), shall be [MAILED] **transmitted** to the registrant, corporation, limited liability company, or limited liability partnership at the registrant's, corporation's, limited liability company's, or limited liability partnership's last known address at least one month in advance of the date of the expiration of the certificate. If the certificate has been suspended or revoked, the board may take action independent of this section.

(b) The renewal of a certificate does not require reapplication if the certificate has not expired or has not been suspended or revoked.

(c) An expired certificate may be renewed under regulations adopted by the board establishing requirements for reexamination.

Sec. 08.48.241. Corporations, limited liability companies, and limited liability partnerships. (a) This chapter does not prevent a corporation, limited liability company, or limited liability partnership from offering architectural, engineering, land surveying, or landscape architectural services; however, the corporation, limited liability company, or limited liability partnership shall file with the board

(1) an application for a certificate of authorization upon a form to be prescribed by the board and containing information required to enable the board to determine whether the corporation, limited liability company, or limited liability partnership is qualified in accordance with the provisions of this chapter to offer to practice architecture, engineering, land surveying, or landscape architecture in this state;

(2) a certified copy of a resolution of the board of directors of the corporation, the managing members or manager of the limited liability company, or the general partners of a limited liability partnership designating persons holding certificates of registration under this chapter as responsible for the practice of architecture, engineering, land surveying, or landscape architecture by the corporation, limited liability company, or limited liability partnership in this state and providing that full authority to make all final architectural, engineering, land surveying, or landscape architectural decisions on behalf of the corporation, limited liability company, or limited liability partnership with respect to work performed by the corporation, limited liability company, or limited liability partnership in this state is granted by the board of directors of the corporation, the managing members or manager of the limited liability company, or the general partners of the limited liability partnership to the persons designated in the resolution; however, the filing of this resolution does not relieve the corporation, limited liability company, or limited liability partnership of any responsibility or liability imposed upon it by law or by contract;

(3) a designation in writing setting out the name of one or more persons holding certificates of registration under this chapter who are in responsible charge of each major branch of the architectural, engineering, land surveying, or landscape architectural activities in which the corporation, limited liability company, or limited liability partnership specializes in this state; if a change is made in the person in responsible charge of a major branch of the architectural, engineering, land surveying, or landscape architectural activities, the change shall be designated in writing and filed with the board within 30 days after the effective date of the change.

(b) Upon filing with the board the application for certificate of authorization, certified copy of resolution, affidavit, and designation of persons specified in this section, the board shall, subject to (c) of this section, issue to the corporation, limited liability company, or limited liability partnership a certificate of authorization to practice architecture, engineering, land surveying, or landscape architecture in this state upon a determination by the board that

(1) the bylaws of the corporation, the articles of organization or operating agreement of the limited liability company, or the partnership agreement of the limited liability partnership contain provisions that all architectural, engineering, land surveying, or landscape architectural decisions pertaining to architectural, engineering, land surveying, or landscape architectural activities in this state will be made by the specified architect, engineer, land surveyor, or landscape architect in responsible charge, or other registered architects, engineers, land surveyors, or landscape architects under the direction or supervision of the architect, engineer, land surveyor, or landscape architect in responsible charge;

(2) the application for certificate of authorization states the type of architecture, engineering, land surveying, or landscape architecture practiced or to be practiced by the corporation, limited liability company, or limited liability partnership;

(3) the applicant corporation, limited liability company, or limited liability partnership has the ability to provide architectural, engineering, land surveying, or landscape architectural services;

(4) the application for certificate of authorization states the professional records of the designated person who is in responsible charge of each major branch of architectural, engineering, land surveying, or landscape architectural activities in which the corporation, limited liability company, or limited liability partnership specializes;

(5) the application for certificate of authorization states the experience, if any, of the corporation, limited liability company, or limited liability partnership in furnishing architectural, engineering, land surveying, or landscape architectural services during the preceding five-year period;

(6) the applicant corporation, limited liability company, or limited liability partnership meets other requirements related to professional competence in the furnishing of architectural, engineering, land surveying, or landscape architectural services as may be adopted by the board in furtherance of the objectives and provisions of this chapter.

(c) The board may, in the exercise of its discretion, refuse to issue, or may suspend or revoke a certificate of authorization to a corporation, limited liability company, or limited liability partnership if the board finds that any of the corporation's officers, directors, or incorporators, any of the stockholders holding a majority of the stock of the corporation, any of the limited liability company's organizers, managers, or managing members, or any of the limited liability partnership's general partners has committed misconduct or malpractice, or has been found personally responsible for misconduct or malpractice under the provisions of this chapter.

(d) ~~The~~ certificate of authorization must specify the major branches of architecture, engineering, land surveying, or landscape architecture of which the corporation, limited liability company, or limited liability partnership has designated a person in responsible charge as provided in this section. The certificate of authorization shall be conspicuously displayed in the place of business of the corporation, limited liability company, or limited liability partnership, together with the names of persons designated as being in responsible charge of the professional activities.

(e) If a corporation, limited liability company, [OR] limited liability partnership, ~~or limited partnership~~ that is organized solely by either a group of architects, a group of engineers, a group of land surveyors, or a group of landscape architects, each holding a certificate of registration under this chapter, applies for a certificate of authorization, the board may, in its discretion, grant a certificate of authorization to the corporation, limited liability company, or limited liability partnership based on a review of the professional records of the incorporators of the corporation, organizers of the limited liability company, or partners who formed the limited liability partnership in place of the required qualifications set out in this section. If the ownership of the corporation is altered, the membership of the limited liability company is altered, or the partners of the limited liability partnership change, the corporation, limited liability company, or limited liability partnership shall apply for a revised certificate of authorization, based upon the professional records of the owners of the corporation, the members of the limited liability company, or the partners of the limited liability partnership, if exclusively architects, engineers, land surveyors, or landscape architects, or otherwise under the qualifications required by (b)(1)-(4) of this section.

(f) A corporation, limited liability company, or a limited liability partnership authorized to offer architectural, engineering, land surveying, or landscape architectural services under this chapter, together with its directors, officers, managing members, manager, and partners for their own individual acts, is responsible to the same degree as the designated individual registered architect, engineer, land surveyor, or landscape architect, and shall conduct its business without misconduct or malpractice in the practice of architecture, engineering, land surveying, or landscape architecture as defined in this chapter.

(g) If the board, after a proper hearing, finds that a corporation, limited liability company, or limited liability partnership holding a certificate of authorization has committed misconduct or malpractice, the board shall suspend or revoke the certificate of authorization. The board shall also suspend or revoke the certificate of registration of any registered individual architect, engineer, land surveyor, or landscape architect who, after a proper hearing, is found by the board to have participated in committing the misconduct or malpractice.

(h) Drawings, specifications, designs, and reports, when issued in connection with work performed by a corporation, limited liability company, or limited liability partnership under its certificate of authorization, shall be prepared by or under the responsible charge of and shall be signed by and stamped with the official seal of a person holding a certificate of registration under this chapter.

(i) *[Repealed, Sec. 54 ch 37 SLA 1985].*

(j) In this section,

- (1) "manager" has the meaning given in AS 10.50.990;
- (2) "managing member" has the meaning given in AS 10.50.990.

Sec. 08.48.251. Certain partnerships. This chapter does not prevent the practice of architecture, engineering, land surveying, or landscape architecture by a partnership if all of the members of the partnership are architects, engineers, land surveyors, or landscape architects legally registered under this chapter. In this section, "partnership" does not include a limited liability partnership ~~or limited partnerships~~.

Sec. 08.48.265. Fees. The Department of Commerce, Community, and Economic Development shall set fees under AS 08.01.065 for examinations, registrations, certificates of authorization, and renewals of a certificate.

ARTICLE 3. UNLAWFUL ACTS.

Section

281. Prohibited practice
291. Violations and penalties
295. Civil penalty for unregistered or unauthorized practice

Sec. 08.48.281. Prohibited practice. (a) A person may not practice or offer to practice the profession of architecture, engineering, land surveying, or landscape architecture in the state, or use in connection with the person's name or otherwise assume or advertise a title or description tending to convey the impression that the

Commented [JAD(10)]: Wordsmith for clarity

Commented [JAD(11)]: Check with legal to determine if LP should be added & required to have a certificate of authorization.

The board had questions regarding partnerships, LLPs and LPs.

person is an architect, an engineer, a land surveyor, or a landscape architect, unless the person has been registered under the provisions of this chapter or is a person to whom these provisions do not apply, or, in the case of a corporation, limited liability company, or limited liability partnership, unless it has been authorized under this chapter.

(b) Notwithstanding (a) of this section, this chapter does not prohibit the practice of landscape architecture by a person who is not registered to practice landscape architecture if the services being performed by the person are within the scope of practice authorized by another license that is held by the person.

Sec. 08.48.291. Violations and penalties. A person who practices or offers to practice architecture, engineering, land surveying, or landscape architecture in the state without being registered or authorized to practice in accordance with the provisions of this chapter, or a person presenting or attempting to use the certificate or the seal of another, or a person who gives false or forged evidence of any kind to the board or to a member of the board in obtaining or attempting to obtain a certificate, or a person who impersonates a registrant, or a person who uses or attempts to use an expired or revoked or nonexistent certificate, knowing of the certificate's status, or a person who falsely claims to be registered and authorized to practice under this chapter, or a person who violates any of the provisions of this chapter, is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$10,000, or by imprisonment for not more than one year, or by both.

Sec. 08.48.295. Civil penalty for unregistered or unauthorized practice. (a) In addition to any other provision of law, if a person practices or offers to practice architecture, engineering, or land surveying in the state without being registered or authorized to practice in accordance with the provisions of this chapter, the board may enter an order levying a civil penalty.

(b) A civil penalty levied under this section may not exceed \$5,000 for each offense. In levying a civil penalty, the board shall set the amount of the penalty imposed under this section after taking into account appropriate factors, including the seriousness of the violation, the economic benefit resulting from the violation, the history of violations, and other matters the board considers appropriate.

(c) Before issuing an order under this section, the board shall provide the person written notice and the opportunity to request, within 30 days of issuance of notice by the board, a hearing on the record.

(d) In connection with proceedings under (a) and (b) of this section, the board may issue subpoenas to compel the attendance and testimony of witnesses and the disclosure of evidence, and may request the attorney general to bring an action to enforce a subpoena.

(e) A person aggrieved by the levy of a civil penalty under this section may file an appeal with the superior court for judicial review of the penalty under AS 44.62.560.

(f) If a person fails to pay a civil penalty within 30 days after entry of an order under (a) of this section, or if the order is stayed pending an appeal, within 10 days after the court enters a final judgment in favor of the board of an order appealed under (e) of this section, the board shall notify the attorney general. The attorney general may commence a civil action to recover the amount of the penalty.

(g) An action to enforce an order under this section may be combined with an action for an injunction under AS 08.48.131.

ARTICLE 4. GENERAL PROVISIONS.

Section

- 311. Rights not transferable**
- 321. Evidence of practice**
- 331. Exemptions**
- 341. Definitions**
- 351. Short title**

Sec. 08.48.311. Rights not transferable. The right to engage in the practice of architecture, engineering, land surveying, or landscape architecture is considered a personal and individual right, based on the qualifications of the individual as evidenced by the individual's certificate of registration, which is not transferable.

Sec. 08.48.321. Evidence of practice. A person practices or offers to practice architecture, engineering, land surveying, or landscape architecture who

(1) practices a branch of the profession of architecture, engineering, land surveying, or landscape architecture as defined in AS 08.48.341;

(2) by verbal claim, sign, advertisement, letterhead, card, or other means represents to be an architect, engineer, land surveyor, or landscape architect, or through the use of some other title implies that the person is an architect, engineer, land surveyor, or landscape architect; or

(3) holds out as able to perform or who does perform an architectural, engineering, land surveying, or landscape architectural service recognized by the professions covered by this chapter, and specified in regulations of the board, as an architectural, engineering, land surveying, or landscape architectural service.

Sec. 08.48.331. Exemptions. (a) This chapter does not apply to

(1) a contractor performing work designed by a professional architect, engineer, or landscape architect or the supervision of the construction of the work as a supervisor or superintendent for a contractor;

(2) workers in building trades crafts, earthwork, grounds keeping, or nursery operations, and superintendents, supervisors, or inspectors in the performance of their customary duties;

(3) an officer or employee of the United States government practicing architecture, engineering, land surveying, or landscape architecture as required by the person's official capacity;

(4) an employee or a subordinate of a person registered under this chapter if the work or service is done under the direct supervision of a person registered under this chapter;

(5) associates, consultants, or specialists retained by a registered individual, a partnership of registered individuals, a corporation, a limited liability company, or a limited liability partnership authorized to practice architecture, engineering, land surveying, or landscape architecture under this chapter, in the performance of professional services if responsible charge of the work remains with the individual, the partnership, or a designated representative of the corporation, limited liability company, or limited liability partnership;

(6) a person preparing drawings or specifications for

(A) a building for the person's own use and occupancy as a single family residence and related site work for that building;

(B) farm or ranch buildings and their grounds unless the public health, safety, or welfare is involved;

(C) a building that is intended to be used only as a residence by not more than

(i) four families and that is not more than two stories high and the grounds of the building; or

(ii) two families and that is not more than three stories high and the grounds of the building, if the building is located in a municipality that has adopted a building or residential code that applies to the building and if the building complies with the building or residential code;

(D) a garage, workshop, or similar building that contains less than 2,000 square feet of floor space to be used for a private noncommercial purpose and the grounds of the building;

(7) a specialty contractor licensed under AS 08.18 while engaged in the business of construction contracting for work designed by an architect, engineer, or landscape architect that is within the specialty to be performed or supervised by the specialty contractor, or a contractor preparing shop or field drawings for work that the specialty contractor has contracted to perform;

(8) a person furnishing drawings, specifications, instruments of service, or other data for alterations or repairs to a building or its grounds that do not change or affect the structural system or the safety of the building, or that do not affect the public health, safety, or welfare;

(9) a person who is employed by a postsecondary educational institution to teach engineering, architectural, or landscape architectural courses; in this paragraph, "postsecondary educational institution" has the meaning given in AS 14.48.210;

(10) an officer or employee of an individual, firm, partnership, association, utility, corporation, limited liability company, or limited liability partnership, who practices engineering, architecture, land surveying, or landscape architecture involved in the operation of the employer's business only, and further provided that neither the employee nor the employer offers engineering, architecture, land surveying, or landscape architecture services to the public; exclusions under this paragraph do not apply to buildings or structures whose primary use is public occupancy;

(11) a person while involved in revegetation, restoration, reclamation, rehabilitation, or erosion control for disturbed land that the board determines does not affect the public health, safety, or welfare;

(12) a person while maintaining or directing the placement of plant material that the board determines does not affect the public health, safety, or welfare;

(13) an employee, officer, or agent of a regulatory agency of the state or a municipality when reviewing drawings and specifications for compliance with the building codes of the state or a municipality if the drawings and specifications have been sealed and signed by an architect, engineer, land surveyor, or landscape architect or the preparation of the drawings and specifications is exempt under this section from the requirements of this chapter; in this paragraph, "building codes" includes codes relating to building, mechanical, plumbing, electrical, fire safety standards, and zoning;

(14) a person who is designing fire detection or suppression systems and is authorized by the Department of Public Safety to design fire detection or suppression systems.

(b) The requirement to be registered as a landscape architect under this chapter only applies to a person who practices an aspect of landscape architecture that the board has determined affects the public health, safety, or welfare.

Sec. 08.48.341. Definitions. In this chapter,

(1) "architect" means a professional architect;

(2) "board" means the State Board of [REGISTRATION FOR ARCHITECTS, ENGINEERS AND LAND SURVEYORS] **Design Professions**;

- (3) “building” means a structure used or intended for human occupancy;
- (4) “certificate of authorization” means a certificate issued by the board authorizing a corporation, a limited liability company, or a limited liability partnership to provide professional services in architecture, engineering, land surveying, or landscape architecture through individuals legally registered by the board;
- (5) “certificate of registration” means a certificate issued by the board recognizing the individual named in the certificate as meeting the requirements for registration under this chapter;
- (6) “design of minor importance” means a design that is incidental to the discipline of a registrant and is within the discipline of the registrant, but does not include comprehensive design services of any particular building type, structure, building system, engineering system, or site development;
- (7) “engineer” means a professional engineer;
- (8) “land surveyor” means a professional land surveyor;
- (9) “landscape architect” means a professional landscape architect;
- (10) “limited liability company” means an organization organized under AS 10.50 or a foreign limited liability company; in this paragraph, “foreign limited liability company” has the meaning given in AS 10.50.990;
- (11) “limited liability partnership” means a limited liability partnership or a foreign limited liability partnership, as those terms are defined in AS 32.06.995;
- (12) “practice of architecture” means professional service or creative work in the design of buildings, the teaching of advanced architectural courses in institutions of higher learning, consultation, investigation, evaluation, planning, design, and professional observation of construction of public or private buildings, works, or projects, and architectural review of drawings and specifications by regulatory agencies; “practice of architecture” may by regulation of the board include mechanical, electrical, or structural design of minor importance;
- (13) “practice of engineering” means professional service or creative work, the adequate performance of which requires the specialized knowledge of applied mathematics and sciences, dealing with the design of structures, machines, equipment, utilities systems, materials, processes, works, or projects, public or private; the teaching of advanced engineering courses in institutions of higher learning; the direction of or the performance of engineering surveys, consultation, investigation, evaluation, planning, and professional observation of construction of public and private structures, works, or projects and engineering review of drawings and specifications by regulatory agencies; “practice of engineering” may by regulation of the board include architectural building design of minor importance, but it does not include comprehensive architectural services;
- (14) “practice of land surveying” means the teaching of land surveying courses at an institution of higher learning, or any service or work the adequate performance of which involves the application of special knowledge of the principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence of the act of measuring and locating land, geodetic and cadastral surveys for the location and monumentation of property boundaries, for the platting and planning of land and subdivisions of land, including the topography, alignment, and grades for streets, and for the preparation and perpetuation of maps, record plats, field note records and property descriptions that represent these surveys;
- (15) “practice of landscape architecture” means professional services or creative work in **the design of landscape that includes the [SITE INVESTIGATION, RECONNAISSANCE, RESEARCH, PLANNING, DESIGN, AND PREPARATION SERVICES RELATED TO DRAWINGS AND CONSTRUCTION DOCUMENTS, OBSERVATION OF CONSTRUCTION, AND LOCATION, ARRANGEMENT, AND DESIGN OF INCIDENTAL AND NECESSARY TANGIBLE OBJECTS AND FEATURES FOR THE PURPOSE OF**
- (A) PRESERVATION AND ENHANCEMENT OF LAND USES AND NATURAL LAND FEATURES;
- (B) LOCATION AND CONSTRUCTION OF AESTHETICALLY PLEASING AND FUNCTIONAL APPROACHES FOR STRUCTURES, ROADWAYS, AND WALKWAYS;
- (C) ESTABLISHING OR MAINTAINING TRAILS, PLANTINGS, LANDSCAPE IRRIGATION, LANDSCAPE LIGHTING, AND LANDSCAPE GRADING; OR
- (D) GENERALIZED PLANNING OF THE DEVELOPMENT OF LAND AREAS IN A MANNER THAT IS SENSITIVE TO THE AREA'S NATURAL AND CULTURAL RESOURCES;] **adequate performance of which requires the specialized knowledge of applied mathematics and physical and social sciences, dealing with consultation, evaluation, planning, and design on landscape architecture projects, public and private; the teaching of advanced landscape architectural courses in institutions of higher learning, consultation and the direction of or the performance of preparing, filing, and administering related plans, drawings, specifications, permits, and other contract documents involving projects that direct, inform or advise on the functional use and preservation of natural and built environments; review of drawings and specifications by regulatory agencies; “practice of landscape architecture” may, by regulation of the board, include architectural or engineering design of minor importance.**
- (16) “professional architect” means a person who has been legally registered as a professional architect by the board;
- (17) “professional engineer” means a person who has been legally registered as a professional engineer by the board;
- (18) “professional land surveyor” means a person who has been legally registered as a professional land surveyor by the board;
- (19) “professional landscape architect” means a person registered as a profession landscape architect by the board;

Commented [JAD(12): Update the definition of “practice of landscape architecture” to better reflect current practices.

Commented [JAD(13): Is this language necessary? In all professions.

(20) “responsible charge” means the direct control and personal supervision of work;

(21) “shop drawing” or “field drawing” means a drawing prepared by a contractor, subcontractor, or vendor that shows how a particular aspect of the work is to be fabricated and installed and demonstrates how an aspect of the work will satisfy the requirements of the construction document, but does not include a final drawing, specification, survey, plat, plate, report, or other similar document;

(22) “structure” means a system of materials and components that resists horizontal and vertical loads;

Sec. 08.48.351. Short title. This chapter may be cited as the Architects, Engineers, Land Surveyors, and Landscape Architects Registration Act.

CHAPTER 36.
STATE BOARD OF [REGISTRATION FOR
ARCHITECTS, ENGINEERS, AND LAND SURVEYORS]
Design Professions

Article

1. Registration and Licensing
(12 AAC 36.010 – 12 AAC 36.195)
2. Code of Professional Conduct
(12 AAC 36.200 – 12 AAC 36.250)
3. Disciplinary Guidelines
(12 AAC 36.300 – 12 AAC 36.330)
4. Continuing Education for Professional Land Surveyors
(12 AAC 36.400 – 12 AAC 36.450)
5. Continuing Education for Professional Architects, Engineers, Land Surveyors, and Landscape Architects (12 AAC 36.500 – 12 AAC 36.550)
6. General Provisions
(12 AAC 36.900 – 12 AAC 36.990)

ARTICLE 1.
REGISTRATION AND LICENSING.

Section

10. Applications
40. Simplified application for reexamination
50. Application deadlines
55. (Repealed)
60. Eligibility for architect examination and registration
61. Architect education requirements
62. (Repealed)
63. Engineering education and work experience requirements
64. (Repealed)
65. Eligibility for professional land surveyor examination
66. Verification of land surveyor work experience
67. Date of experience
68. Eligibility for landscape architect registration by examination
69. Standards for registration as a landscape architect
70. Postponements
80. Authorization to take examination
90. Waiver of fundamentals of engineering examination
100. Content of examinations
103. Architect registration by comity
105. Engineer registration by comity
106. Registration in additional branches of engineering
107. Land surveyor registration by comity
108. Application for registration as a structural engineer
109. Landscape architect registration by comity
110. Arctic requirement
111. (Repealed)
115. Retired status registration
135. Review of application for corporate authorization
160. Duplicate certificate
165. Expired certificates
170. Fees
180. Seal
185. Use of seals
190. Testing laboratory reports
195. Site adaptation and field alterations of sealed documents

12 AAC 36.010, APPLICATIONS. (a) An application for examination or for registration by comity must be [TYPEWRITTEN] ~~legible?~~ and filed with the board on a form prescribed by the board, accompanied by the application fee established in 12 AAC 02.110.

(b) An applicant will not be admitted to an examination or approved for registration until the applicant's

Commented [JAD(14): What is the Division standard for replacing references to "typewritten"

qualifications are accepted by the board.

(c) Except as provided in 12 AAC 36.060(a), the board will approve an application for examination or for registration by comity if

- (1) the application form is complete;
- (2) the applicable fees have been paid; and
- (3) all supporting documents have been [RECEIVED] **verified** by the board [VERIFYING] that the applicant meets the registration requirements in AS 08.48 and this chapter.

(d) Except as provided in 12 AAC 36.060(a), the board will give conditional approval of an application for examination or for registration by comity pending receipt of missing documents, payment of applicable fees for examination or registration, or other corrections to the application if the

- (1) application form is substantially complete and includes the applicant's notarized signature;
- (2) application fee has been paid;
- (3) board has determined that the applicant's qualifications as listed on the application form show that the applicant meets the registration requirements in AS 08.48 and this chapter;
- (4) board has received all supporting documents required for board review of the application as defined in (i) of this section; and

(5) board has determined that any missing supporting documents and the correction of other deficiencies in the application do not require board discretion to review and approve.

(e) If the board gives conditional approval of an application, the board also will write a statement of conditional approval. The statement will identify the missing supporting documents or other corrections required to complete the application. Department staff shall change the conditional approval to "approval" when the missing documents and other corrections are received if the documents and corrections clearly show the information required by the board in its statement of conditional approval. If the missing supporting documents or corrections received required interpretation or discretion, department staff shall resubmit the application to the board for approval.

(f) Except as provided in 12 AAC 36.060(a), the board will determine that an application is incomplete, and will notify the applicant, if the

(1) board is not able to determine from the application form and supporting documents whether the applicant meets the registration requirements in AS 08.48 and this chapter; or

(2) [APPLICATION FORM DOES NOT SHOW THAT THE APPLICANT MEETS THE REGISTRATION REQUIREMENTS IN AS 08.48 AND THIS CHAPTER BUT THE BOARD DETERMINES THAT THE APPLICANT WILL LIKELY MEET THE QUALIFICATIONS WITHIN ONE **YEAR**.]

(g) For an application determined to be incomplete under (f) of this section, department staff shall

(1) resubmit the application to the board for review if the applicant submits to the department additional application information; and

(2) maintain an incomplete application file for the application until it either is approved or denied by the board or is considered abandoned under 12 AAC 02.910.

(h) Except as provided in 12 AAC 36.060(a), the board will deny an application for examination or for registration by comity if the application does not meet the requirements in this section for approval, conditional approval, or a determination of incomplete application.

(i) In this section, "all supporting documents required for board review" means documentation of the applicant's education, work experience, and responsible charge experience, as required by AS 08.48 and this chapter except for

(1) official transcripts of the applicant's education if the applicant has

(A) an ABET accredited B.S. degree in the major branch of engineering for which the applicant is applying for registration;

(B) a B.S. degree in an ABET accredited curriculum in land surveying if the applicant is applying for registration as a land surveyor; or

(C) a LAAB accredited professional degree in landscape architecture if the applicant is applying for registration as a landscape architect;

(2) verification of a license or examination in another licensing jurisdiction;

(3) verification of successful completion of coursework as required by 12 AAC 36.110.

Authority: AS 08.01.050 AS 08.48.171 AS 08.48.201
AS 08.48.101 AS 08.48.191

12 AAC 36.040. SIMPLIFIED APPLICATION FOR REEXAMINATION. (a) Except as provided in (c) of this section, an applicant who has failed an examination may apply for reexamination by written notice to the board, accompanied by the required examination fee, if applicable, stating that the applicant wishes to take the next examination to be offered for the profession for which the applicant has applied. The board will approve an applicant for the next applicable examination, as follows:

(1) NCEES Principles and Practices of Engineering Examination and the NCEES Principles and Practices of Surveying Examination, as follows:

(A) for the spring April examination, the filing deadline for the written notice to the board for reexamination is **five days** before the examination registration deadline set by NCEES;

(B) for the fall October examination, the filing deadline for the written notice to the board for reexamination is five days before the examination registration deadline set by NCEES;

Commented [JAD(15): Applications do not go before the board until they appear to meet the requirements and will remain "In Process"

Commented [JAD(16): Board recommended maintaining a cushion of 5 days.

(2) Alaska Land Surveying Examination (AKLS) to be held at least 45 days after receipt of the applicant's written notice;

(3) repealed 5/4/2013.

(b) Repealed 5/4/2013.

(c) An applicant may apply for reexamination under (a) of this section no more than four times within the five years after the date that the board approved the applicant's original application for examination. An applicant shall apply under 12 AAC 36.010 if the applicant has not passed the examination after five attempts or within five years after the date that the board approved the applicant's original application for examination, whichever comes first. This subsection does not apply to an applicant for reexamination for the Alaska Land Surveying (AKLS) examination.

Authority: AS 08.48.091 AS 08.48.101 AS 08.48.171

12 AAC 36.050. APPLICATION DEADLINES. (a) Except as provided in (e) and (f) of this section and in 12 AAC 36.040, before the board will review an application for examination, and at least 30 days before the meeting of the board that is immediately before the examination date, the department must receive the applicant's

(1) completed application form;

(2) application fee established in 12 AAC 02.110;

(3) all supporting documents required for board review of the application, as defined in 12 AAC 36.010(i).

(b) If the board has given conditional approval of an application for examination under 12 AAC 36.010(d), department staff may not schedule the applicant for the examination unless

(1) the department receives all missing supporting documents and other required application corrections identified by the board at least five days before the deadline for examination registration set by NCEES; and

(2) neither the documents nor the corrections must be resubmitted to the board under 12 AAC 36.010(e) because they require interpretation or discretion.

(c) To be reviewed by the board, an application for registration by comity, and all supporting documents required for board review of the application, as defined in 12 AAC 36.010(i), must be received by the department at least 30 days before the meeting of the board.

(d) If an application deadline in (a) - (c) of this section would fall upon a Saturday, Sunday, or holiday, the deadline is extended to the next business day.

(e) An application, a supporting document, or a correction is considered filed with the department on the date of receipt by the department in the Juneau office. The board will, in its discretion, accept a supporting document or a correction after the deadline set in this section upon showing of good cause.

(f) [AN APPLICATION FOR REGISTRATION UPON EXAMINATION AS A PROFESSIONAL LANDSCAPE ARCHITECT MUST BE RECEIVED BY THE DEPARTMENT IN THE JUNEAU OFFICE AT LEAST 30 DAYS BEFORE THE QUARTERLY MEETINGS OF THE BOARD HELD IN FEBRUARY AND AUGUST, RESPECTIVELY, IN ORDER TO REVIEW THE APPLICANT'S QUALIFICATIONS BEFORE THE LANDSCAPE ARCHITECTURAL REGISTRATION EXAMINATION (LARE) DATES IN JUNE AND DECEMBER.]

Authority: AS 08.48.101 AS 08.48.181

12 AAC 36.055. ARCHITECT REGISTRATION BY EXAMINATION. Repealed 10/29/2009.

12 AAC 36.060. ELIGIBILITY FOR ARCHITECT EXAMINATION AND REGISTRATION. (a) To be eligible for the architect registration examination required in 12 AAC 36.100(b), an applicant must submit

(1) an application showing that the applicant meets the education requirements specified in 12 AAC 36.061; and

(2) an NCARB Record.

(b) To be eligible for registration by examination as an architect in this state, an applicant must

(1) submit an application in compliance with 12 AAC 36.010;

(2) meet the education requirements specified in 12 AAC 36.061;

(3) complete the NCARB Architectural Experience Program (AXP);

(4) satisfy the arctic requirements of 12 AAC 36.110; and

(5) successfully pass the examinations required in 12 AAC 36.060 and 12 AAC 36.100.

Authority: AS 08.48.101 AS 08.48.171 AS 08.48.181

12 AAC 36.061. ARCHITECT EDUCATION REQUIREMENTS. (a) To be eligible for registration as an architect in this state, an applicant must

(1) have a professional degree in architecture from an academic institution accredited by the National Architectural Accrediting Board (NAAB) or certified by the Canadian Architectural Certification Board (CACB) not later than two years after the degree was received; only a bachelor of architecture or a master of architecture satisfies the requirements for a professional degree under this paragraph; four-year pre-professional degrees in architectural studies or post-professional degrees in a related field do not satisfy the requirements for a professional degree under

Commented [JAD(17): Exam schedule has changed and LA apps are reviewed at each quarterly meeting.

this paragraph; or

- (2) satisfy the minimum education requirements of the NCARB Education Guidelines as prescribed in the NCARB publication *NCARB Education Guidelines, May 2017* and adopted by reference.
- (b) To verify compliance with (a) of this section, the board will only accept documentation from NCARB of the applicant's education credentials, and the applicant must have NCARB transmit its verification to the board by
- (1) an NCARB "Council Record [WITH APPLICATION FOR JURISDICTION REGISTRATION WITH COUNCIL CERTIFICATION]," if the applicant is applying for registration by examination; or
 - (2) an NCARB Council Certificate, if the applicant is applying for registration by comity.

Commented [JAD(18): Confirm Record title is obsolete with NCARB

Authority: AS 08.48.101 AS 08.48.171

Editor's note: The NCARB publication *NCARB Education Guidelines*, adopted by reference in 12 AAC 36.061(a)(2), may be obtained from NCARB at (202) 879-0520, by writing to the National Council of Architectural Registration Boards, [1801 K Street,] **1401 H Street** N.W., Suite [700K] **500**, Washington, D.C. [20006] **20005**, or by requesting one online at <http://www.ncarb.org>.

12 AAC 36.062. ELIGIBILITY FOR FUNDAMENTALS OF ENGINEERING EXAMINATION. Repealed 5/25/2017.

12 AAC 36.063. ENGINEERING EDUCATION AND WORK EXPERIENCE REQUIREMENTS. (a) To be eligible for a professional engineering examination other than the structural engineering examination, an applicant must

- (1) have passed the fundamentals of engineering examination or had these requirements waived under 12 AAC 36.090(a);
- (2) apply for examination in a branch of engineering recognized by 12 AAC 36.990(17); and
- (3) submit to the board satisfactory evidence that the applicant's education or work experience or both are equivalent to the requirements set out in the following applicable table of education and work experience requirements for a professional engineering examination:

(A) for board approval of an application made on or before June 30, 2010, an applicant's education and experience must meet the requirements of Table A of this section, as follows:

Commented [JAD(19): Can Table A be removed if the table is added to the Board Policies and Historical Information document?

**TABLE A OF EDUCATION AND WORK EXPERIENCE
REQUIREMENTS FOR PROFESSIONAL ENGINEERING EXAMINATION**

Description of Training	Equivalent Education in Years	Minimum Work Experience in Years	Total Years of Education and Work Experience
ABET accredited B.S. degree in engineering in the branch of engineering applied for listed in 12 AAC 36.990(17), and a master's or doctorate in engineering acceptable to the board	5	3	8
ABET accredited B.S. degree in engineering that is not in the branch of engineering applied for listed in 12 AAC 36.990(17), and a master's or doctorate in the branch of engineering applied for listed in 12 AAC 36.990(17) that is acceptable to the board	4	4	8
ABET accredited B.S. degree in engineering in the branch of engineering applied for listed in 12 AAC 36.990(17)	4	4	8
ABET accredited B.S. degree in engineering technology	3	5	8
ABET accredited B.S. degree in a branch of engineering that is	3	5	8

not the branch for which the applicant has applied

Master's degree in engineering acceptable to the board in the branch listed in 12 AAC 36.990(17) for which the applicant has applied or in a discipline substantially similar to the branch for which the applicant has applied	2	6	8
Doctorate degree in engineering acceptable to the board in the branch listed in 12 AAC 36.990(17) for which the applicant has applied or in a discipline substantially similar to the branch for which the applicant has applied	3	5	8
Master's or doctorate degree in engineering acceptable to the board from a school which has an ABET accredited undergraduate engineering program in the branch for which the applicant has applied	3	5	8
Non-ABET accredited B.S. degree in engineering in the branch applied for	3	6	9
Course work in ABET accredited engineering degree curriculum – no degree (course work must include a minimum of three years of credit hours in an engineering curriculum)	2	8	10

(B) for board approval of an application made on or after July 1, 2010, an applicant's education and experience must meet the requirements of Table B of this section, as follows:

**TABLE B OF EDUCATION AND WORK EXPERIENCE
REQUIREMENTS FOR PROFESSIONAL ENGINEERING EXAMINATION**

Description of Training	Equivalent Education in Years	Minimum Work Experience in Years	Total Years of Education and Work Experience
ABET accredited B.S. degree in engineering in the branch of engineering applied for listed in 12 AAC 36.990(17), and a master's or doctorate in engineering acceptable to the board	5	3	8
ABET accredited B.S. degree in engineering that is not in the branch of engineering applied for listed in 12 AAC 36.990(17), and a master's or doctorate in the branch of engineering applied for listed in 12 AAC 36.990(17) that is acceptable to the board	4	4	8
ABET accredited B.S. degree in engineering in the branch of	4	4	8

engineering applied for listed in
12 AAC 36.990(17)

ABET accredited B.S. degree in engineering technology in the branch of engineering applied for listed in 12 AAC 36.990(17)	3	5	8
--	---	---	---

ABET accredited B.S. degree in a branch of engineering that is not the branch for which the applicant has applied	3	5	8
---	---	---	---

Master's degree in engineering acceptable to the board in the branch listed in 12 AAC 36.990(17) for which the applicant has applied or in a discipline substantially similar to the branch for which the applicant has applied	2	6	8
---	---	---	---

Doctorate degree in engineering acceptable to the board in the branch listed in 12 AAC 36.990(17) for which the applicant has applied or in a discipline substantially similar to the branch for which the applicant has applied	3	5	8
--	---	---	---

Master's or doctorate degree in engineering acceptable to the board from a school which has an ABET accredited undergraduate engineering program in the branch for which the applicant has applied	3	5	8
--	---	---	---

Non-ABET accredited B.S. degree in engineering in the branch applied for	3	6	9
--	---	---	---

Commented [JAD(20): If Masters is related you get 3/5.If unrelated 2/6.

(b) Education for initial registration must be in the branch of engineering in which the applicant seeks registration for full credit to be given. If the education is not in the branch of engineering in which the applicant seeks registration, the board will determine the amount of credit to be given based on comparability with the branch of engineering for which the applicant has applied for registration. An applicant with a foreign degree shall submit

(1) a transcript of the applicant's education and if the transcript is not in English, submit a translation into English and a signed and notarized affidavit by the translator of the accuracy of the translation; and

(2) an evaluation of the applicant's education from an agency approved by the board unless the applicant's education has been earned at a school accredited by an accreditation agency recognized by the board.

(c) The minimum work experience required for registration must include

(1) Two years of responsible charge experience or successful completion of a four-year [RESPONSIBLE CHARGE MENTORING SYSTEM] **mentoring program**, as defined in 12 AAC 36.990 and (j) of this section. To receive full credit for responsible charge experience, an applicant must gain responsible charge experience while under the responsible control of a professional engineer registered in the United States in the branch of engineering for which the applicant has applied. The board will determine the amount of credit given for responsible charge experience gained under the responsible control of a professional engineer registered in the United States in another branch of engineering based on the comparability with the branch of engineering to which the applicant has applied;

(2) responsible charge experience **including** successful completion of four years [OF RESPONSIBLE CHARGE] obtained within a mentoring [SYSTEM] **program** will be considered for credit only if it is gained after the applicant has completed education or work experience or both that are equivalent to the requirements to be eligible for the fundamentals of engineering examination.

(d) For registration in more than one branch of professional engineering listed in 12 AAC 36.990, professional work experience used to qualify for registration in one branch of engineering will be evaluated by the board in considering an application for registration in another branch of engineering. Except as provided in (c) of this section, responsible charge or mentored experience must be entirely in the branch of engineering applied for and may not be counted as responsible charge experience in another branch of engineering or in land surveying.

Commented [JAD(21): LOOK at (c)(1) and (2). Additional clarification may be required here or under (j) to indicate two years of responsible charge experience is a requirement of the mentor program.

(e) Education and work experience may not be accumulated concurrently. A maximum of 12 months' credit may be claimed for a calendar year.

(f) The board will accept a maximum of two years of credit for professional work experience used in securing registration in land surveying as experience in securing registration in civil or mining engineering.

(g) Work experience for initial registration must be in the branch of engineering in which the applicant seeks registration for full credit to be given. If the work experience is not in the branch of engineering in which the applicant seeks registration, the board will determine the amount of credit to be given based on comparability with the branch of engineering for which the applicant has applied for registration.

(h) The board will accept up to a maximum of two years of subprofessional work experience for up to one half of the work experience required for registration based on its meeting the definition of "subprofessional work" in 12 AAC 36.990.

(i) [NOTWITHSTANDING (A) - (H) OF THIS SECTION, AN APPLICANT AUTHORIZED BY THE BOARD TO TAKE THE EXAMINATION BEFORE 11/20/99 MAY CONTINUE TO QUALIFY FOR THE EXAMINATION UNDER 12 AAC 36.040.]

(j) To meet the mentoring requirements of this section, an applicant must complete four years of quarterly face-to-face meetings with a professional engineer registered in the United States and registered in the same discipline that the applicant is applying for. An applicant shall

(1) prepare a report for each meeting on a form provided by the department, which includes

(A) a description of what topics were covered during the meeting;

(B) a statement indicating whether or not it was responsible charge work and if the work was performed according to industry standards;

(C) the professional engineer's seal and signature; and

(2) submit as a part of the final report a statement from the professional engineer, who served as the mentor, recommending the applicant for registration.

(k) To be eligible for the structural engineering examination, an applicant must

(1) be currently registered as a professional engineer in this state; and

(2) have at least two years of progressive structural experience, in addition to the eight years of education and work experience or both that are equivalent to the requirements set out in the applicable table of education and work experience requirements for a professional engineering examination in this section.

Authority: AS 08.48.101 AS 08.48.171 AS 08.48.181

12 AAC 36.064. ELIGIBILITY FOR FUNDAMENTALS OF LAND SURVEYING EXAMINATION.
Repealed 5/25/2017.

12 AAC 36.065. ELIGIBILITY FOR PROFESSIONAL LAND SURVEYOR EXAMINATION. (a) To be eligible for the professional land surveyor examination, an applicant must

(1) have passed the fundamentals of land surveying examination; and

(2) submit to the board satisfactory evidence that the applicant's education or work experience or both are equivalent to the requirements set out in the following applicable table of education and work experience requirements for professional land surveyors; the board will evaluate the applicant's education and work experience that meet the requirements of AS 08.48 and this chapter and give credit as appropriate:

(A) for board approval of an application made on or before June 30, 2014, an applicant's education and experience must meet the requirements of Table A of this section, as follows:

**TABLE A OF EDUCATION AND WORK EXPERIENCE
REQUIREMENTS FOR PROFESSIONAL LAND SURVEYORS**

Classification	Education Credit Allowed In Years	Work Experience Credit Allowed In Years	Responsible Charge Under R.L.S. In a Land Surveying Capacity In Years	Total Years of Education and Work Experience Required
Graduate of an ABET accredited or board approved curriculum with a B.S. degree in land surveying and a master's or doctorate degree in land surveying	5	3	3	8

Commented [JAD(22)]: See comment above regarding responsible charge

Commented [JAD(23)]: Clarify video-conference acceptable

Commented [JAD(24)]: Remove and add to Board Policies and Historical Information document

Graduate of an ABET accredited or board approved land surveying curriculum 4-year course	4	4	3	8
Graduate of an ABET accredited or board approved land surveying curriculum 2-year course	2	6	3	8
Course work in board approved curriculum in land surveying – no degree (Minimum of two years credit hours)	2 - 3	5 - 6	3	8

(B) for board approval of an application made on or after July 1, 2014, an applicant's education and experience must meet the requirements of Table B of this section, as follows:

**TABLE B OF EDUCATION AND WORK EXPERIENCE
REQUIREMENTS FOR PROFESSIONAL LAND SURVEYORS**

Classification	Education Credit Allowed In Years	Work Experience Credit Allowed In Years	Responsible Charge Under R.L.S. In a Land Surveying Capacity In Years	Total Years of Education and Work Experience Required
Graduate of an ABET accredited or board approved curriculum with a B.S. degree in land surveying and a master's or doctorate degree in land surveying	5	3	3	8
Graduate of an ABET accredited land surveying curriculum 4-year course	4	4	3	8
Graduate of a board approved land surveying curriculum 4-year course	4	4	3	8
Graduate of 4-year degree with board approved courses meeting land surveying education standard under (h) of this section	2	6	3	8

(b) "Responsible charge of professional land surveying (P.L.S.);" means work as a supervisor under the responsible control of a land surveyor registered in the United States, and working in the "practice of land surveying" as described in AS 08.48.341. The remainder of the required work experience listed in (a) of this section must be derived from office or field work involving the activities listed in AS 08.48.341. Partial completion of a curriculum leading to a degree in land surveying will be considered by the board in determining applicable work experience. The board will determine the amount of credit given for responsible charge experience gained under the responsible control of a professional in engineering based on applicability to professional land surveying.

(c) The board will accept up to a maximum of two years of credit for professional work experience used in securing registration in civil or mining engineering as experience in securing registration in land surveying based on its applicability to professional land surveying.

(d) The board will accept up to a maximum of two years of subprofessional work experience for up to one half of the work experience required for registration based on its applicability to professional land surveying.

- (e) An applicant with a foreign degree shall submit
- (1) a transcript of the applicant's education and if the transcript is not in English, submit a translation into English and a signed and notarized affidavit by the translator of the accuracy of translation; and
 - (2) an evaluation of the applicant's education from an agency approved by the board unless the applicant's education has been earned at a school accredited by an accreditation agency recognized by the board.
- (f) Education and work experience may not be accumulated concurrently. A maximum of 12 months' credit may be claimed for a calendar year.
- (g) Repealed 10/29/2009.
- (h) For the purpose of a four-year degree program with board approved courses under (a)(2)(B) of this section, course work must meet the following land surveying education standard:
- (1) at least 12 semester credits or the equivalent must be in mathematics and basic college level science courses, which must include calculus, physics, and statistics;
 - (2) at least 30 semester credits or the equivalent must be in geomatics and land surveying science and design courses, which must include practical field surveying, course in rectangular survey system, and of which at least six semester credits or the equivalent must be in boundary law courses; the geomatics and land surveying course work must include the study of geographic information system (GIS), global navigation satellite systems (GNSS), error analysis and adjustment, geodesy, and map projections.

Authority: AS 08.48.101 AS 08.48.171 AS 08.48.181

12 AAC 36.066. VERIFICATION OF LAND SURVEYOR WORK EXPERIENCE. (a) In support of an application for examination or registration as a land surveyor, an applicant shall arrange for verification of the work experience [REQUIRED FOR ELIGIBILITY FOR THE FUNDAMENTALS OF LAND SURVEYING EXAMINATION AND]required in 12 AAC

36.065 to be submitted to the board. Verification of work experience must be on a form prescribed by the board and must be completed and submitted directly to the board by the employer who is verifying the applicant's experience.

(b) Department staff shall open a file for retention of completed work verification forms for an individual who has not yet submitted an application for examination or registration as a land surveyor if the individual

- (1) submits a written request to open a work verification file; and
- (2) attaches the file opening fee established in 12 AAC 02.110.

(c) Department staff shall maintain a work verification file for five years from the date that an individual completes the requirements of (b) of this section. Before the end of that five years, an individual may request that the department maintain a work verification file for an additional five years by again completing the requirements of (b) of this section.

(d) A work verification form received for an individual will be reviewed by the board [OR THE DEPARTMENT] only after that individual submits an application for registration as a land surveyor.

Authority: AS 08.48.101 AS 08.48.171 AS 08.48.201

Editor's note: The address to send the materials required in (b)(1) and (2) of this section is Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, Board of Registration for Architects, Engineers, and Land Surveyors, P.O. Box 110806, Juneau, AK 99811-0806.

12 AAC 36.067. DATE OF EXPERIENCE. Computation of qualifying experience for admission to the examination as an [ARCHITECT], engineer, land surveyor, or landscape architect is up to the date of the examination not to exceed three months. Responsible charge experience cannot be projected.

Authority: AS 08.48.101 AS 08.48.171

12 AAC 36.068. ELIGIBILITY FOR LANDSCAPE ARCHITECT REGISTRATION BY EXAMINATION. (a) To be eligible for the professional landscape architect registration examination, as required in 12 AAC 36.100(c) an applicant must submit

- (1) a complete application on a form provided by the department; and
- (2) except as provided in (c) and (i) of this section, satisfactory evidence that the applicant's education [OR] and work experience are equivalent to the requirements set out in the following table of education and work experience for professional landscape architect:

Commented [JAD(25): Staff will review upon receipt to ensure the form has been completed correctly.

**TABLE OF EDUCATION AND WORK EXPERIENCE REQUIREMENTS
FOR PROFESSIONAL LANDSCAPE ARCHITECT**

Classification	Education Credit Allowed In Years	Work Experience Credit Allowed In Years	Total Years of Education and Work Experience
LAAB accredited professional degree in landscape architecture and a master's or doctorate degree in landscape architecture	5 - 6	2 - 3	8
LAAB accredited professional degree in landscape architecture	4 - 5	3 - 4	8
Non-LAAB accredited professional degree in landscape architecture and a master's or doctorate degree in landscape architecture	4	4	8
Non-LAAB accredited professional degree in landscape architecture	3	5	8
Non-LAAB accredited B.S./B.A. degree in landscape architecture	1 - 3	8 - 10	10
Course work in LAAB accredited landscape architecture curriculum – no degree	1 - 3	7 - 10	10
Course work in non-LAAB accredited landscape architecture program – no degree (Minimum of one year credit hours)	1	11 - 12	12

(b) Education for initial examination must be in the field of landscape architecture for full credit to be given. If the education is not in the field of landscape architecture, the board will determine the amount of credit to be given based on course work comparability with the field of landscape architecture as required by Landscape Architectural Accreditation Board (LAAB) for accredited programs. An applicant with a foreign degree shall submit

(1) a transcript of the applicant's education and if the transcript is not in English, submit a translation into English and a signed and notarized affidavit by the translator of the accuracy of the translation; and

(2) an evaluation of the applicant's education from an agency approved by the board unless the applicant's education has been earned at a school accredited by an accreditation agency recognized by the board.

The minimum work experience must include 24 months of responsible charge. The board will accept up to a maximum of two years of sub professional work experience for up to one half of the work experience required for registration based on its meeting the definition of "sub professional work" in 12 AAC 36.990.

(c) To receive full credit for work experience, an applicant must

(1) gain experience while under the responsible control of a professional landscape architect registered in the United States, or

(2) successfully complete a mentoring program that meets the requirements of (f) – (h) of this section.

(d) Education and work experience may not be accumulated concurrently. A maximum of 12 months' credit may be claimed for a calendar year.

(e) Work experience for initial examination must be in the field of landscape architecture for full credit to be given. If the work experience is not in the field of landscape architecture, the board will determine the amount of the credit to be given based on comparability within the field of landscape architecture practice.

(f) To meet the mentoring requirements of this section, an applicant

(1) who holds a 5-year LAAB accredited professional degree in landscape architecture must complete three years of quarterly face-to-face meetings with a professional landscape architect registered in the United States;

(2) who holds a 4-year LAAB accredited professional degree in landscape architecture must complete four years of quarterly face-to-face meetings with a professional landscape architect registered in the United States.

- (g) On a form provided by the department, an applicant shall submit a report for each meeting under (f) of this section, including
- (1) a description of the applicant's work experience and topics reviewed during the meeting;
 - (2) a statement indicating whether or not the work experience reviewed was responsible charge experience, if it was directly applicable to

professional landscape architectural work and whether the work was performed according to industry standards; and

(3) the signature, **date** and seal of the professional landscape architect who served as the applicant's mentor.

(h) An applicant who completes a mentoring program under (f) of this section must submit a final report that includes a statement from the professional landscape architect who served as the mentor recommending the applicant for registration under AS 08.48 and this chapter.

(i) Upon submission of evidence of graduation from an LAAB accredited curriculum in landscape architecture, an applicant for examination as a landscape architect may sit for sections 1 and 2 of the examination as early as can be scheduled after graduation. Authorization to sit for the remaining portions of the examination will not be granted until satisfactory evidence that the applicant's education and work experience requirements set out in the table of education and work experience for professional landscape architect in (a)(2) of this section have all been satisfied.

Authority: AS 08.48.101 AS 08.48.171 AS 08.48.181

12 AAC 36.069. STANDARDS FOR REGISTRATION AS A LANDSCAPE ARCHITECT. In accordance with AS 08.48.331(b), and except as exempted in AS 08.48.331(a), design or creative work involving any of the following constitutes the practice of an aspect of landscape architecture that affects the public health or safety and thus requires registration as a landscape architect: [

- (1) GRADING, CLEARING, OR SHAPING OF LAND;
- (2) LANDSCAPE IRRIGATION;
- (3) OUTDOOR PLANTING PLANS;
- (4) OUTDOOR PLAY APPARATUS;
- (5) OUTDOOR STRUCTURES.]

1. Investigation, selection and allocation of land and water resources for appropriate uses;

2. Formulation of feasibility studies, and graphic and written criteria to govern the planning, design and management of land and water resources;

3. Preparation, review and analysis of land use master plans, subdivision plans and preliminary plats;

4. Determining the location and siting of improvements, including buildings and other features, as well as the access and environs for those improvements;

5. Design of land forms and land form elements, storm water drainage, soil conservation and erosion control methods, pedestrian and vehicular circulation systems and related construction details;

6. Consultation, planning, designing or responsible supervision in connection with the development of land areas for preservation, restoration, remediation, stabilization and enhancement;

7. Design of non-habitable structures for aesthetic and functional purposes, such as pools, walls and structures for outdoor living spaces, for public and private use;

8. Determination of proper land use as it pertains to natural features; ground cover, use, nomenclature and arrangement of plant material adapted to soils and climate; naturalistic and aesthetic values; settings and approaches to structures and other improvements; and the development of outdoor space in accordance with ideals of human use and enjoyment;

9. Design with a priority to ensure equal access to all public goods and services through the use of barrier-free and inclusive design in compliance with the Americans with disabilities act (ADA); 10. Consultation, planning, designing and/or responsible supervision relative to natural drainage and the consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards to include the implementation of low impact development and green infrastructure designs;

11. Design of land forms and land form elements relative to recreation and facilities, parks and playgrounds, and related construction details;

12. Consultation, planning, designing or responsible supervision in connection with urban renewal, multimodal transportation, urban design, and neighborhood planning

13. Consideration of the health, safety and welfare of the public. Public welfare is defined through: environmental sustainability; contribution to economic sustainability and benefits; promotes public health and well-being; builds communities; encourages landscape awareness/stewardship; offers aesthetic and creative experiences; and enables people and communities to function more effectively.

Authority: AS 08.48.101 AS 08.48.181 AS 08.48.331
AS 08.48.171 AS 08.48.191

12 AAC 36.070. POSTPONEMENTS. The board will grant up to two postponements to an applicant who is scheduled to take the Alaska Land Surveying Examination (AKLS) [OR LANDSCAPE ARCHITECT REGISTRATION EXAMINATION (LARE)] if the applicant's request for postponement is filed with the board not

Commented [JAD(26): Is it possible to move this below 12 AAC 36.040 re: Simplified Application for Re-examination

later than 30 days immediately following the date of the examination. An applicant who does not appear for an examination and does not qualify for a postponement is not eligible for a refund of the examination fee and shall meet the reexamination application requirements in 12 AAC 36.040 to be scheduled for a later examination.

Authority: AS 08.48.101

12 AAC 36.080. AUTHORIZATION TO TAKE EXAMINATION. Notification of the applicant's authorization to take the examination will be made at least 30 days before the examination.

Authority: AS 08.48.101

12 AAC 36.090. WAIVER OF FUNDAMENTALS OF ENGINEERING EXAMINATION. (a) An applicant for registration as a professional engineer by examination or comity who has not passed the fundamentals of engineering examination need not take that examination if satisfactory evidence, as verified by registered engineers, is submitted to the board documenting that applicant has at least 20 years of professional engineering experience.

(b) An applicant for registration as a professional engineer by examination or comity who is currently registered as a professional engineer in a province or territory of Canada is not required to demonstrate having passed the fundamentals of engineering examination.

Authority: AS 08.48.101 AS 08.48.181 AS 08.48.191
AS 08.48.171

12 AAC 36.100. [CONTENT OF] Required EXAMINATIONS. (a) An applicant for registration must pass the appropriate examinations designated in this section.

(b) Unless an applicant is registered by comity under AS 08.48.191(a), an applicant for architect registration must pass the NCARB Architect Registration Examination (ARE).

(c) An applicant for registration as an ~~engineer~~ must pass the NCEES Principles and Practices of Engineering Examination for the branch of engineering for which the applicant has applied. This subsection applies to an applicant for registration by examination and to an applicant for registration by comity.

An applicant for registration as an engineer must pass the NCEES Fundamentals of Engineering Examination unless exempt under 12 AAC 36.090.

(d) Unless an applicant is registered by comity under AS 08.48.191(c), an applicant for registration as a land surveyor must pass the professional land surveyor examination, that includes

- (1) the NCEES Principles and Practices of Surveying; and
- (2) repealed 3/16/96;
- (3) a state examination covering laws, procedures, and practices concerning land surveying in Alaska.

- (4) the NCEES Fundamentals of Surveying.

Commented [JAD(27): Board requests advice on how to update to address CBT – can schedule once approved for year round examinations. Do we need to expand to address each exam? (A.R.E, L.A.R.E, PLS, AKLS and 20+ PE exams)

Commented [JAD(28): Board requested language in AS 08.48.191(b) mirror that of (c), does this regulation then need to be updated to reflect that? Is that the board's intent?

(e) Unless an applicant is registered by comity under AS 08.48.191(d), an applicant for registration as a **landscape architect** must pass the CLARB Landscape Architectural Registration Examination (LARE). The administration and grading of the examination must have been conducted in accordance with CLARB's standards in effect at the time of examination. In place of passing the CLARB registration examination, a candidate for registration must satisfy one of the following:

- (1) successful completion before 1970 of a written examination in landscape architecture prepared by a CLARB member and ten years of experience in landscape architecture after licensure;
- (2) successful completion between January 1, 1970 and December 31, 1975 of a written examination prepared by a CLARB member;
- (3) successful completion of the British Columbia Society of Landscape Architects' written examination, five years of experience in landscape architecture after licensure and satisfaction of the education and experience requirements;
- (4) successful completion of the California P.E.L.A., satisfaction of the licensure, education, and experience requirements, as well as successful completion of LARE, sections D and E, or the CLARB Reciprocity Validation Examination;
- (5) for an applicant initially licensed in British Columbia or Ontario without successfully completing the LARE, satisfaction of the following:

(A) ten years of experience in landscape architecture, at least seven years of which must occur after licensure;

(B) successful completion of the CLARB Reciprocity Validation Examination.

(f) In addition to meeting the applicable requirements of this section, an applicant for registration by examination, except an applicant for registration as a land surveyor, must pass the state written jurisprudence examination covering the applicable provisions of AS 08.48 and this chapter. The applicant must obtain a passing score of at least 90 percent on the examination. The examination is an open-book examination. The department will mail the examination and study materials to the applicant. Within 30 days after mailing, the applicant must return the completed examination to the department. If the applicant returns the completed examination by mail, the department will consider the postmark date to be the return date.

Authority: AS 08.48.101 AS 08.48.181 AS 08.48.191
AS 08.48.171

12 AAC 36.103. ARCHITECT REGISTRATION BY COMITY. (a) Under AS 08.48.191(a), the board may issue a certificate of registration as an architect to an applicant who

- (1) documents education and passage of the NCARB Architect Registration Examination;
- (2) documents work experience that satisfies the requirements of this section;
- (3) has completed the arctic engineering requirements of 12 AAC 36.110; and
- (4) has completed a jurisprudence questionnaire prepared by the board covering the provisions of AS 08.48 and this chapter.

(b) An applicant for a certificate of registration as an architect by comity must submit

(1) an application for registration by comity in compliance with 12 AAC 36.010, including the applicable fees established in 12 AAC 02.110; and

(2) verification of a current registration to practice architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that is based on education, experience, and examination requirements that the board determines were at least equivalent to the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued;

(3) repealed 3/28/2019.

(c) An applicant for a certificate of registration as an architect by comity under this section must submit a council record issued by NCARB to verify the applicant's qualifications, including

- (1) examination results;
- (2) education;
- (3) experience; and
- (4) registration in another licensing jurisdiction.

(d) If an architect who provides a reference letter under (e) of this section does not possess a seal, the [APPLICANT] **architect** must provide the board **an explanation** [A STATEMENT FROM THAT ARCHITECT],

- (1) providing that architect's registration number; and
- (2) certifying that the registration of that architect is current.

(e) Notwithstanding (c) of this section, an applicant who received an initial certificate of registration as an architect on or before July 13, 2011 may submit two letters of reference verifying the applicant's experience as a registered architect for five years or more in a state, territory, or possession of the United States, the District of Columbia, or a foreign country instead of the NCARB council record. Each letter must be signed and sealed by an architect who is legally registered as a professional architect in a state, territory, or possession of the United States, the District of Columbia, or a foreign country.

Authority: AS 08.48.101 AS 08.48.171 AS 08.48.191

Commented [JAD(29)]: Confirm applicability with CLARB

12 AAC 36.105. ENGINEER REGISTRATION BY COMITY. (a) Under AS 08.48.191(b), the board may issue an engineering certificate of registration to an applicant who

- (1) documents education and passage of examinations that meet the requirements of (b) or (h) of this section;
- (2) documents work experience that satisfies the requirements of (c) of this section;
- (3) has completed the arctic engineering requirements of 12 AAC 36.110; and
- (4) has completed a jurisprudence questionnaire prepared by the board, covering the provisions of AS 08.48 and this chapter.

(b) An applicant for engineering registration by comity must

- (1) submit verification of current registration to practice engineering in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that was based upon education, experience, and examination requirements that, in the opinion of the board, were at least equivalent to the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued or at least equivalent to current requirements; the applicant must have passed an NCEES engineering examination in the same branch of engineering that is being applied for, as required by 12 AAC 36.100(c); and
- (2) have passed the fundamentals of engineering examination or had this requirement waived under 12 AAC 36.090.

(c) An applicant for engineering registration by comity must

- (1) have at least 24 months of responsible charge experience in the branch of professional engineering listed in 12 AAC 36.990(17) for which the applicant has applied, as verified by the signature and seal, except as provided in (g) of this section, of the engineer who has supervised the applicant and who was, at the time of providing the supervision,

(A) legally registered as a professional engineer in a state, territory, or possession of the United States, the District of Columbia, or a foreign country; and

(B) either

(i) registered as a professional engineer in that branch of engineering or a related branch of engineering approved by the board; or

(ii) practicing in the branch for which the applicant has applied, if the licensing jurisdiction where the supervising engineer was registered as a professional engineer does not register engineers in specific branches of engineering; or

(2) if the applicant has been practicing engineering as a registered engineer for five years or more in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, provide two current letters of reference verifying that experience; each letter must be signed and sealed, except as provided in (g) of this section, by an engineer who is

(A) legally registered as a professional engineer in a state, territory, or possession of the United States, the District of Columbia, or a foreign country; and

(B) practicing the specific branch of engineering for which the applicant has applied or a related branch of engineering approved by the board.

(d) Repealed 7/19/2009.

(e) An applicant for engineering registration by comity may submit a council record issued by NCEES to verify the applicant's qualifications, including

(1) examination results;

(2) education; and

(3) registration in another licensing jurisdiction.

(f) Repealed 7/19/2009.

(g) If an engineer who provides a work experience verification under (c)(1) of this section or a reference letter under (c)(2) of this section does not possess a seal, the [APPLICANT] engineer must provide the board an explanation [A STATEMENT FROM THAT ENGINEER],

(1) providing that engineer's registration number and branch of engineering; and

(2) if that engineer is providing a reference letter, certifying that the registration of that engineer is current.

(h) In addition to meeting the requirements of (b)(1) of this section, an applicant for structural engineering registration by comity must have passed an NCEES Principles and Practices of Engineering Examination and the 16-hour NCEES Structural Engineering Examination and have six years of experience with a bachelor's degree or five years of experience with a master's degree. Applicants who have passed the NCEES Structural Engineering I Examination, NCEES Structural Engineer II Examination, or both may be granted a civil engineering registration.

Authority: AS 08.48.101 AS 08.48.181 AS 08.48.191
AS 08.48.171

12 AAC 36.106. [REGISTRATION IN ADDITIONAL BRANCHES OF ENGINEERING]. (A) A PERSON WHO HOLDS A CURRENT CERTIFICATE OF REGISTRATION AS AN ENGINEER IN THE STATE ON MARCH 11, 2012 MAY APPLY UNDER THIS SECTION FOR CERTIFICATES OF REGISTRATION IN ONE OR MORE ADDITIONAL BRANCHES OF ENGINEERING LISTED IN 12 AAC 36.990(A)(17) BY MEETING THE REQUIREMENTS OF THIS SECTION.

(b) AN APPLICATION FOR AN ADDITIONAL CERTIFICATE OF REGISTRATION UNDER THIS

Commented [JAD(30): Colin working on updated language for "old structural engineers"

Commented [JAD(31): Remove outdated regulations. Put in historical document.

SECTION MUST BE SUBMITTED ON OR BEFORE DECEMBER 31, 2013.

- (c) AN APPLICANT FOR AN ADDITIONAL CERTIFICATE OF REGISTRATION UNDER THIS SECTION MUST SUBMIT
 - (1) A TYPEWRITTEN APPLICATION ON A FORM PRESCRIBED BY THE BOARD, INCLUDING THE REFERENCES REQUIRED UNDER AS 08.48.201;
 - (2) THE APPLICATION AND REGISTRATION FEES ESTABLISHED IN 12 AAC 02.110;
 - (3) VERIFICATION THAT THE APPLICANT HAS WITHIN THE 120 MONTHS IMMEDIATELY BEFORE THE DATE OF THE APPLICATION, AT LEAST 24 MONTHS OF RESPONSIBLE CHARGE EXPERIENCE AS A LICENSED PROFESSIONAL IN THE BRANCH OF PROFESSIONAL ENGINEERING THAT THE APPLICANT IS APPLYING FOR;
 - (4) THE PLANS OR OTHER DOCUMENTS REQUIRED UNDER (E) OF THIS SECTION; AND
 - (5) THE LETTERS OF REFERENCE REQUIRED UNDER (D) AND (E) OF THIS SECTION.
- (d) AN APPLICANT APPLYING FOR AN ADDITIONAL CERTIFICATE OF REGISTRATION UNDER THIS SECTION MUST PROVIDE TWO LETTERS OF REFERENCE VERIFYING THE APPLICANT'S RESPONSIBLE CHARGE EXPERIENCE REQUIRED UNDER (C)(3) OF THIS SECTION. THE LETTERS OF REFERENCE MUST MEET THE REQUIREMENTS OF (F) AND (G) OF THIS SECTION.
- (e) AN APPLICANT APPLYING FOR AN ADDITIONAL CERTIFICATE OF REGISTRATION UNDER THIS SECTION MUST PROVIDE COMPLETE PLANS OR OTHER DOCUMENTS OF AT LEAST TWO COMPLETED PROJECTS DEMONSTRATING THE ENGINEERING ABILITIES OF THE APPLICANT IN THE BRANCH OF ENGINEERING THAT THE APPLICANT IS APPLYING FOR. THE PLANS OR OTHER DOCUMENTS MUST BE SIGNED, SEALED, AND DATED, AND MUST INCLUDE NECESSARY CALCULATIONS AND OTHER APPLICABLE SUPPORTING DOCUMENTS. THE PLANS OR OTHER DOCUMENTS MUST HAVE BEEN DATED WITHIN THE 120 MONTHS IMMEDIATELY BEFORE THE DATE OF APPLICATION FOR AN ADDITIONAL CERTIFICATE OF REGISTRATION UNDER THIS SECTION. THE PLANS OR OTHER DOCUMENTS SUBMITTED UNDER THIS SUBSECTION MUST BE ACCOMPANIED BY A LETTER OF REFERENCE FOR EACH PROJECT ATTESTING TO THE APPLICANT'S COMPETENCE ON THE PROJECT. THE LETTERS OF REFERENCE MUST MEET THE REQUIREMENTS OF (F) AND (G) OF THIS SECTION.
- (f) EXCEPT AS PROVIDED IN (G) OF THIS SECTION, THE LETTERS OF REFERENCE REQUIRED UNDER (D) AND (E) OF THIS SECTION MUST BE SIGNED AND SEALED BY AN ENGINEER WHO WAS REGISTERED AS A PROFESSIONAL ENGINEER IN A STATE, TERRITORY, OR POSSESSION OF THE UNITED STATES, THE DISTRICT OF COLUMBIA, OR A FOREIGN COUNTRY AT THE TIME OF THE RESPONSIBLE CHARGE EXPERIENCE OR WHEN THE PLANS OR OTHER DOCUMENTS WERE SIGNED AND SEALED, AND EITHER
 - (1) WAS REGISTERED AS A PROFESSIONAL ENGINEER IN THE BRANCH OF ENGINEERING THAT THE APPLICANT SEEKS REGISTRATION;
- OR
- (2) IF THE LICENSING JURISDICTION DID NOT REGISTER ENGINEERS IN THE SPECIFIC BRANCH DURING THE PERIOD OF THE EXPERIENCE OR WHEN THE PLANS OR OTHER DOCUMENTS WERE SIGNED AND SEALED, PRACTICED IN THE BRANCH OF ENGINEERING THAT THE APPLICANT IS APPLYING FOR.
- (g) IF AN ENGINEER PROVIDES A REFERENCE LETTER UNDER (D) OR (E) OF THIS SECTION WITHOUT A SEAL, THE APPLICANT MUST PROVIDE A STATEMENT FROM THE ENGINEER CERTIFYING THAT THE ENGINEER HELD A CURRENT REGISTRATION AS AN ENGINEER DURING THE PERIOD OF EXPERIENCE OR WHEN THE PLANS OR OTHER DOCUMENTS WERE SIGNED AND SEALED, AND THE ENGINEER'S STATE OF REGISTRATION, REGISTRATION NUMBER, AND BRANCH OF ENGINEERING.
- (h) IF REQUESTED BY THE BOARD, THE APPLICANT MUST BE AVAILABLE FOR AN INTERVIEW WITH THE BOARD.
- (i) THE BOARD MAY CONSULT SUBJECT MATTER EXPERTS IN THE BRANCH OF ENGINEERING FOR WHICH THE APPLICANT SEEKS REGISTRATION TO ASSIST THE BOARD IN EVALUATING THE APPLICATION.
- (j) NOTHING IN THIS SECTION PREVENTS A REGISTRANT FROM APPLYING UNDER THIS CHAPTER FOR A CERTIFICATE OF REGISTRATION BY EXAMINATION OR COMITY IN ANY BRANCH OF PROFESSIONAL ENGINEERING LISTED IN 12 AAC 36.990(A)(17).
- (k) TO REMAIN CURRENT, AN ADDITIONAL CERTIFICATE OF REGISTRATION ISSUED UNDER THIS SECTION MUST BE RENEWED AS PROVIDED IN AS 08.48.231.]

Authority: AS 08.48.101 AS 08.48.201 AS 08.48.231

12 AAC 36.107. LAND SURVEYOR REGISTRATION BY COMITY. (a) Under AS 08.48.191(c), the board will, in its discretion, issue a land surveyor registration,[WITHOUT EXAMINATION,] to an applicant who

- (1) documents education, experience, and passage of examinations that meet the requirements of (b) of this section;
- (2) documents work experience that satisfies the requirements of (c) of this section; and

(3) has passed the state land surveyor examination identified in 12 AAC 36.100(d)(3).

(b) An applicant for land surveyor registration by comity must submit verification of current registration to practice land surveying in another licensing jurisdiction which was based upon education, experience, and examination requirements that, in the opinion of the board, were at least comparable to the requirements of AS 08.48 and this chapter at the time the applicant's out of state registration was issued.

(c) An applicant for land surveyor registration by comity

(1) must have at least 36 months of responsible charge experience verified by a registered land surveyor who has supervised the applicant; or

(2) must, if the applicant is registered and has been practicing land surveying for five years or more, provide two current letters of reference from registered land surveyors.

Authority:	AS 08.48.101	AS 08.48.181	AS 08.48.191
	AS 08.48.171		

12 AAC 36.108. [APPLICATION FOR REGISTRATION AS A STRUCTURAL ENGINEER. (A) A PERSON WHO HOLDS A CURRENT CERTIFICATE OF REGISTRATION AS AN ENGINEER IN THE STATE ON SEPTEMBER 9, 2016 MAY APPLY UNDER THIS SECTION FOR A CERTIFICATE OF REGISTRATION AS A STRUCTURAL ENGINEER BY MEETING THE REQUIREMENTS OF THIS SECTION.

(b) AN APPLICATION FOR REGISTRATION AS A STRUCTURAL ENGINEER UNDER THIS SECTION MUST BE SUBMITTED ON OR BEFORE JULY 31, 2017.

(c) AN APPLICANT FOR STRUCTURAL ENGINEERING REGISTRATION UNDER THIS SECTION MUST SUBMIT

(1) A TYPEWRITTEN APPLICATION ON A FORM PRESCRIBED BY THE BOARD, INCLUDING THE REFERENCES REQUIRED UNDER AS 08.48.201;

(2) THE APPLICATION AND REGISTRATION FEES ESTABLISHED IN 12 AAC 02.110;

(3) VERIFICATION THAT THE APPLICANT HAS, WITHIN THE 120 MONTHS IMMEDIATELY BEFORE THE DATE OF THE APPLICATION, AT LEAST 24 MONTHS OF RESPONSIBLE CHARGE EXPERIENCE IN STRUCTURAL ENGINEERING;

(4) THE PLANS OR OTHER DOCUMENTS REQUIRED UNDER (E) OF THIS SECTION; AND

(5) THE LETTERS OF REFERENCE REQUIRED UNDER (D) AND (E) OF THIS SECTION.

(d) AN APPLICANT APPLYING FOR STRUCTURAL ENGINEERING REGISTRATION UNDER THIS SECTION MUST PROVIDE TWO LETTERS OF REFERENCE VERIFYING THE APPLICANT'S RESPONSIBLE CHARGE EXPERIENCE REQUIRED UNDER (C)(3) OF THIS SECTION. THE LETTERS OF REFERENCE MUST MEET THE REQUIREMENTS OF (F) AND (G) OF THIS SECTION.

(e) AN APPLICANT APPLYING FOR STRUCTURAL ENGINEERING REGISTRATION UNDER THIS SECTION MUST PROVIDE COMPLETE STRUCTURAL PLANS OR OTHER DOCUMENTS OF AT LEAST TWO COMPLETED SIGNIFICANT STRUCTURES, DEMONSTRATING THE ENGINEERING ABILITIES OF THE APPLICANT IN STRUCTURAL ENGINEERING. THE PLANS OR OTHER DOCUMENTS MUST BE SIGNED, SEALED, AND DATED, AND MUST INCLUDE NECESSARY CALCULATIONS AND OTHER APPLICABLE SUPPORTING DOCUMENTS. THE PLANS OR OTHER DOCUMENTS MUST HAVE BEEN DATED WITHIN THE 120 MONTHS IMMEDIATELY BEFORE THE DATE OF APPLICATION FOR STRUCTURAL ENGINEERING REGISTRATION UNDER THIS SECTION. THE PLANS OR OTHER DOCUMENTS SUBMITTED UNDER THIS SUBSECTION MUST BE ON AN OPTICAL DISK OR THUMB DRIVE AND MUST BE ACCOMPANIED BY A LETTER OF REFERENCE FOR EACH PROJECT ATTESTING TO THE APPLICANT'S COMPETENCE ON THE PROJECT. THE LETTERS OF REFERENCE MUST MEET THE REQUIREMENTS OF (F) AND (G) OF THIS SECTION.

(f) EXCEPT AS PROVIDED IN (G) OF THIS SECTION, THE LETTERS OF REFERENCE REQUIRED UNDER (D) AND (E) OF THIS SECTION MUST BE SIGNED AND SEALED BY AN ENGINEER WHO WAS REGISTERED AS A PROFESSIONAL ENGINEER IN A STATE, TERRITORY, OR POSSESSION OF THE UNITED STATES, THE DISTRICT OF COLUMBIA, OR A FOREIGN COUNTRY AT THE TIME OF THE RESPONSIBLE CHARGE EXPERIENCE OR WHEN THE PLANS OR OTHER DOCUMENTS WERE SIGNED AND SEALED, AND EITHER

(1) WAS REGISTERED AS A STRUCTURAL ENGINEER; OR

(2) IF THE LICENSING JURISDICTION DID NOT REGISTER STRUCTURAL ENGINEERS DURING THE PERIOD OF THE EXPERIENCE OR WHEN THE PLANS OR OTHER DOCUMENTS WERE SIGNED AND SEALED, DESIGNED SIGNIFICANT STRUCTURES UNDER ANOTHER PROFESSIONAL ENGINEERING LICENSE.

(g) IF AN ENGINEER PROVIDES A REFERENCE LETTER UNDER (D) OR (E) OF THIS SECTION WITHOUT A SEAL, THE APPLICANT MUST PROVIDE A STATEMENT FROM THE ENGINEER CERTIFYING THAT THE ENGINEER HELD A CURRENT REGISTRATION AS AN ENGINEER DURING THE PERIOD OF EXPERIENCE OR WHEN THE PLANS OR OTHER DOCUMENTS WERE SIGNED AND SEALED, AND THE ENGINEER'S STATE OF REGISTRATION, REGISTRATION NUMBER, AND BRANCH OF ENGINEERING.

(h) IF REQUESTED BY THE BOARD, THE APPLICANT MUST BE AVAILABLE FOR AN INTERVIEW WITH THE BOARD.

(i) THE BOARD MAY CONSULT SUBJECT MATTER EXPERTS IN THE BRANCH OF ENGINEERING FOR WHICH THE APPLICANT SEEKS REGISTRATION TO ASSIST THE BOARD IN EVALUATING THE APPLICATION.

(j) NOTHING IN THIS SECTION PREVENTS A REGISTRANT FROM APPLYING UNDER THIS CHAPTER FOR A CERTIFICATE OF REGISTRATION BY EXAMINATION OR COMITY IN STRUCTURAL ENGINEERING.

(k) TO REMAIN CURRENT, AN ADDITIONAL CERTIFICATE OF REGISTRATION ISSUED UNDER THIS SECTION MUST BE RENEWED AS PROVIDED IN AS 08.48.231.]

Authority: AS 08.48.101 AS 08.48.201 AS 08.48.231

12 AAC 36.109. LANDSCAPE ARCHITECT REGISTRATION BY COMITY. [(A) AN APPLICANT FOR LANDSCAPE ARCHITECT REGISTRATION BY COMITY SHALL COMPLY WITH 12 AAC 36.110 AND VERIFY THE APPLICANT'S EDUCATION AND EXPERIENCE BY SUBMITTING AN APPLICATION IN COMPLIANCE WITH 12 AAC 36.010; AND

(1) A CLARB COUNCIL CERTIFICATE; OR

(2) VERIFICATION OF A CURRENT REGISTRATION TO PRACTICE LANDSCAPE ARCHITECTURE IN ANOTHER LICENSING JURISDICTION THAT WAS BASED UPON CLARB CERTIFICATE STANDARDS, OR THAT WAS BASED UPON EDUCATION, EXPERIENCE, AND EXAMINATION REQUIREMENTS THAT IN THE OPINION OF THE BOARD WERE AT LEAST EQUIVALENT TO THE REQUIREMENTS OF AS 08.48 AND THIS CHAPTER AT THE TIME THAT THE APPLICANT SUBMITS AN APPLICATION FOR REGISTRATION BY COMITY.

(B) IN ADDITION TO COMPLYING WITH (A) OF THIS SECTION, AN APPLICANT FOR LANDSCAPE ARCHITECT REGISTRATION BY COMITY MUST COMPLETE A JURISPRUDENCE QUESTIONNAIRE PREPARED BY THE BOARD, COVERING THE PROVISIONS OF AS 08.48 AND THIS CHAPTER.]

Under as 08.48.191(d), the board may issue a landscape architecture certificate of registration to an applicant who

(1) documents education and passage of examinations that meet the requirements of (b) of this section;

(2) documents work experience that satisfies the requirements of (c) of this section; (3)

has completed the arctic engineering requirements of 12 AAC 36.110; and

(4) has completed a jurisprudence questionnaire prepared by the board, covering the provisions of as 08.48 and this chapter.

(b) an applicant for a certificate of registration as a landscape architect by comity must submit (1) an application for registration by comity in compliance with 12 AAC 36.010, including the applicable fees established in 12 AAC 02.110; and

(2) verification of a current registration to practice landscape architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that is based on education, experience, and examination requirements that the board determines were at least equivalent to the requirements of as 08.48 and this chapter at the time the applicant's out-of-state registration was issued. And

(c) either

(1) verification of at least 24 months of responsible charge experience as a landscape architect as defined under 08.48.341 (9) or as verified by the signature and seal, except as provided in (d) of this section, by the landscape architect who supervised the applicant and who at the time of providing supervision, was legally registered as a professional landscape architect in a state, territory, or possession of the United States, or a foreign country; or

(2) if the applicant has been practicing landscape architecture for five years or more in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, two letters of reference verifying that experience; each letter must be signed and sealed, except as provided in (d) of this section, by a landscape architect who is legally registered in a state, territory, or possession of the United States, territory, the District of Columbia, or a foreign country.

(d) an applicant for a certificate of registration as a landscape architect by comity under this section may submit council record issued by CLARB to verify the applicant's qualifications including

(1) examination results;

(2) education; and

(3) registration in another licensing jurisdiction;

(e) if a landscape architect who provides work experience verification under (b)(2) of this section or reference letter(s) under (b)(3) of this section does not possess as seal, the applicant must provide the board a statement from that landscape architect

(1) providing that landscape architect's registration number; and

(2) for the landscape architect(s) providing a reference letter(s), certification that the registration of that landscape architect is current

Authority: AS 08.48.101 AS 08.48.181 AS 08.48.191
AS 08.48.171

12 AAC 36.110. [ARCTIC] Northern Design REQUIREMENT. (a) An applicant for registration as an architect, engineer, or landscape architect must have successfully completed a board-approved university level course in **northern design** or its equivalent.

Commented [JAD(32): Board is developing a criteria with input from faculty for northern design/ arctic engineering course

(b) Repealed 3/28/2019.

Authority: AS 08.48.101 AS 08.48.181 AS 08.48.191
AS 08.48.171

12 AAC 36.111. PRACTICE OF LAND SURVEYING. Repealed 8/30/2007.

12 AAC 36.115. RETIRED STATUS REGISTRATION. (a) An individual holding a retired status registration under AS 08.48.215 may use the title “architect”, “engineer”, “land surveyor”, or “landscape architect”, as appropriate, but may not indicate that the individual is practicing or soliciting to practice architecture, engineering, land surveying, or landscape architecture in the state.

(b) The board will issue an active certificate of registration to an individual who holds a retired status registration if the applicant

- (1) submits a completed application for reactivation on a form provided by the department;
- (2) pays the biennial registration renewal fees established in 12 AAC 02.110;
- (3) seeking an active certificate of registration

(A) as a professional architect, engineer, **land surveyor**, or landscape architect meets at the time that application is made under this section the continuing education requirements applicable under [12 AAC 36.510(j)]

12 AAC 36.510 – 12 AAC 36.550 and:

(B) [AS A PROFESSIONAL LAND SURVEYOR MEETS AT THE TIME THAT APPLICATION IS MADE UNDER THIS SECTION THE CONTINUING EDUCATION REQUIREMENTS OF 12 AAC 36.510 – 12 AAC 36.550 FOR ONE BIENNIAL REGISTRATION PERIOD;AND]

(4) meets the requirements of 12 AAC 36.165(b), if the individual has held a retired status registration for more than five years.

Authority: AS 08.48.101 AS 08.48.215

12 AAC 36.135. REVIEW OF APPLICATION FOR CORPORATE, LIMITED LIABILITY COMPANY, OR LIMITED LIABILITY PARTNERSHIP AUTHORIZATION. An applicant who meets the requirements [ON THE CHECKLIST] established by the board in this section has demonstrated the necessary qualifications for a certificate of authorization for corporate, limited liability company, or limited liability partnership practice. An applicant who does not meet the requirements on this checklist or whose responses on the application form do not clearly show that the applicant is qualified to receive a certificate of authorization will not be issued a certificate unless the board further reviews the application and determines that the applicant meets the qualifications in AS 08.48.241 for a certificate of authorization. A certificate of authorization for corporate, limited liability company, or limited liability partnership practice will be issued to an applicant who submits

- (1) a completed form for application that includes the
 - (A) name and address of the corporation, limited liability company, or limited liability partnership;
 - (B) type of architecture, engineering, land surveying, or landscape architecture practiced by the corporation, limited liability company, or limited liability partnership;
 - (C) name and current state registration number of the registrant who will be in responsible charge for the activities of the corporation, limited liability company, or limited liability partnership in this state of each branch of practice requiring registration under AS 08.48;
 - (D) names of the majority stockholders of the corporation, the names of the members holding a majority interest of a limited liability company, or the names of the partners of a limited liability partnership; and
 - (E) signature and title of an agent authorized by the corporation, limited liability company, or limited liability partnership, to apply for corporate, limited liability company, or limited liability partnership authorization under this chapter;
- (2) the corporation, limited liability company, or limited liability partnership certification fee in 12 AAC 02.110;
- (3) a certified copy of a resolution of the board of directors of the corporation, the managing members or manager of the limited liability company, or the general partners of the limited liability partnership that
 - (A) designates an individual with a current registration in this state as responsible for each field of practice; and
 - (B) provides that full authority to make all final practice decisions on behalf of the corporation, limited liability company, or limited liability partnership for work performed by the corporation, limited liability company, or limited liability partnership in this state is granted by the board of directors of the corporation, the managing members or manager of the limited liability company, or the general partners of a limited liability partnership to the individual designated in the resolution as responsible for the relevant field of practice;
- (4) a copy of the bylaws of the corporation, the articles of incorporation or operating agreement of the limited liability company, or the partnership agreement of the limited liability partnership showing that the corporation, limited liability company, or limited liability partnership has complied with the requirements in AS 08.48.241(b)(1);
- (5) repealed 8/19/2006;
- (6) a statement of the experience of the corporation, limited liability company, or limited liability partnership

Commented [JAD(33): Check to see if this is appropriate or if it should be articles of organization.

in each field of practice of architecture, engineering, land surveying, or landscape architecture during the five years before the date of application;

(7) a certified statement [ON A FORM PROVIDED] **in a format approved** by the board, stating that each licensee designated in responsible charge for each branch of practice acknowledges and agrees to that designation by the corporation, limited liability company, or limited liability partnership; the statement must include each responsible charge licensee's

- (A) state registration number;
- (B) registration expiration date;
- (C) professional seal; and
- (D) signature.

Authority: AS 08.48.101 AS 08.48.241

12 AAC 36.160. DUPLICATE CERTIFICATE. A duplicate certificate will be issued by the department upon written request and payment of the duplicate license fee established in 12 AAC 02.105.

Authority: AS 08.01.065 AS 08.48.101 AS 08.48.265

12 AAC 36.165. EXPIRED CERTIFICATES. (a) A certificate of registration or corporate, limited liability company, or limited liability partnership authorization that is not renewed for a period of five years expires at the end of that period.

(b) An expired certificate of registration may be reinstated by

(1) applying for reinstatement on a form provided by the department, paying the appropriate fee in 12 AAC 02.110, and providing verification of having passed an examination that

(A) meets the applicable requirements of 12 AAC 36.100;

(B) the applicant for registration of an expired engineer certificate took to qualify for registration in this state before April 1967; or

(C) the applicant took to qualify for registration in another licensing jurisdiction; or

(2) reapplying to the board for registration by comity as required by 12 AAC 36.103 - 12 AAC 36.109 and paying the appropriate fee.

(c) An expired certificate of corporate, limited liability company, or limited liability partnership authorization may not be reinstated. A corporation, limited liability company, or limited liability partnership whose certificate of corporate, limited liability company, or limited liability partnership authorization has expired must apply for a new certificate of corporate, limited liability company, or limited liability partnership authorization under AS 08.48.241.

(d) Repealed 1/20/2002.

(e) An applicant for reinstatement of an expired certificate of registration shall meet the requirements of 12 AAC 36.110(a) unless the applicant was originally registered in the state based on an acceptable treatise.

(f) Notwithstanding (b) of this section, the board may require an applicant for reinstatement who has been sanctioned for any of the conduct described in 12 AAC 36.320 in the ten years preceding the application for reinstatement to be re-examined under 12 AAC 36.100.

Authority: AS 08.01.100 AS 08.48.231 AS 08.48.241
AS 08.48.101

12 AAC 36.170. FEES. All fees under AS 08.48 and this chapter, including application, examination, registration and renewal fees are established in 12 AAC 02.105 and 12 AAC 02.110.

Authority: AS 08.01.065 AS 08.48.101 AS 08.48.265

12 AAC 36.180. SEAL. (a) The seal authorized for use by professional architects is of the following design or a substantially similar electronic or digital representation of the design.



(b) The seal authorized for use by professional engineers is of the following design or a substantially similar electronic or digital representation of the design:



The seal must reflect the branch of engineering authorized by the board. This identification is to be placed below the registrant's name and preceding the registrant's number on the seal as noted:

AG	—	Agricultural engineer
EC	—	Chemical engineer
CE	—	Civil engineer
CS	—	Control systems engineer
EE	—	Electrical engineer
EV	—	Environmental engineer
FP	—	Fire protection engineer
IN	—	Industrial engineer
ME	—	Mechanical engineer
MM	—	Metallurgical and Materials engineer
EM	—	Mining and Mineral Processing engineer
NM	—	Naval architecture and Marine engineer
NU	—	Nuclear engineer
EP	—	Petroleum engineer

(c) The seal authorized for use by professional land surveyors is of the following design or a substantially similar electronic or digital representation of the design:



(d) The seal authorized for use by professional landscape architects is of the following design or a substantially similar electronic or digital representation of the design:



(e) The seal authorized for use by structural engineers is of the following design or a substantially similar electronic or digital representation of the design:



The seal must reflect the branch identification authorized by the board. This identification is to be placed below the registrant's name and preceding the registrant's number on the seal.

Authority: AS 08.48.101 AS 08.48.221

12 AAC 36.185. USE OF SEALS. (a) A registrant may

- (1) not sign or seal a drawing or document dealing with professional services in which the registrant is not qualified to sign or seal by virtue of education, experience, and registration;
 - (2) approve and seal only design documents and surveys that are safe for public health, property, and welfare in conformity with accepted architecture, engineering, land surveying, and landscape architecture standards in Alaska;
 - (3) seal only final drawings, surveys, reports, and required construction documents for which the registrant is qualified to seal and for which the registrant claims responsibility;
 - (4) not knowingly allow the use of his or her seal by another person on a document that the registrant has neither prepared nor reviewed personally;
 - (5) not use the seal or a reproduction of the seal of another registrant on a document, regardless of the intended use of the document;
 - (6) not sign a name other than his or her own name over a seal, and may not forge the signature of the individual to whom the [SEAL] registration was issued by the board; and
 - (7) not sign or seal drawings, documents, or other professional work for which the registrant does not have direct professional knowledge and direct supervisory control.
- (b) If portions of drawings, documents, or other professional work are prepared by other registered professionals, a registrant may seal only that portion of the work for which the registrant has direct professional knowledge and direct supervisory control.
- (c) Each office maintained for the preparation of drawings, specifications, reports, or other professional work that will require a professional seal must have a registrant assigned to and regularly employed in that office who has direct knowledge and supervisory control of that work.
- (d) The registrant shall include the date each time the registrant signs and seals a document by electronically or manually inserting the date within the seal or within two inches of the seal.
- (e) The registrant, by sealing final drawings, takes responsibility for related discipline specifications included in the final drawings, unless under AS 08.48.221 the registrant certifies on the face of the document the extent of the registrant's responsibility.
- (f) An electronic image of a signature may be used on the seal if the registrant or the owner of the documents retains an original copy of the documents, accessible for later reference, that has either
- (1) an original hand signature over the seal; or
 - (2) software in place that will automatically remove or modify the electronic image of the signature if the document is modified.
- (g) The registrant shall include on all documents that are required to be signed and sealed
- (1) its business name, physical address, and telephone number;
 - (2) the project name or identification;
 - (3) the project address or location; and
 - (4) the certificate of authorization number issued to the corporation, limited liability company, or limited liability partnership to practice architecture, engineering, land surveying, or landscape architecture, if applicable.
- (h) On documents where multiple entities that are authorized to practice architecture, engineering, land surveying, or landscape architecture are indicated, the registrant shall clearly identify the sole proprietor,

partnership, corporation, limited liability company, limited liability partnership, or other authorized entity responsible for the work.

(i) Drawings, engineering surveys, reports, and construction documents regarding the structural systems of a significant structure must be sealed by a registered structural engineer.

Authority: AS 08.48.101 AS 08.48.111 AS 08.48.221

12 AAC 36.190. TESTING LABORATORY REPORTS. Reports issued by testing laboratories shall be prepared by or under the supervision of a registered engineer and signed or sealed by him whenever such reports go beyond the tabulation of test data (compositions of material, breaking stress, etc.) by

- (1) interpreting the data to draw conclusions as to the characteristics of a civil engineering structure or parts of one;
- (2) expressing engineering judgment in the form of recommendations derived from the results of the test; or
- (3) performing design work in the preparation of plans, specifications and other instruments requiring registration as an engineer.

Authority: AS 08.48.101

12 AAC 36.195. SITE ADAPTATION AND FIELD ALTERATIONS OF SEALED DOCUMENTS. Except as specified in this section, a person may not alter, or contribute to the altering of, any document that has been sealed by a registrant authorized under AS 08.48. A registrant may site adapt or field alter in this state sealed documents prepared by another registrant of the same discipline if the registrant

- (1) has written permission
 - (A) to adapt or alter the sealed documents from the registrant who sealed the original sealed documents; or
 - (B) from the legal owner of the original sealed documents; the legal owner of the original sealed documents must have written proof of ownership of the sealed documents from the registrant who sealed the documents;
- (2) reviews the sealed documents and makes all necessary revisions to bring the sealed documents into compliance with applicable codes, regulations, and job-specific requirements;
- (3) affixes to the calculations of the
 - (A) site adapted documents a sealed certification, "I certify that I have reviewed the relevant calculations for the site adapted documents in accordance with 12 AAC 36.185", or the registrant shall independently prepare and seal all calculations for site adapted documents; or
 - (B) field altered documents a sealed certification, "I certify that I have reviewed the relevant calculations for field altered documents in accordance with 12 AAC 36.185 and that the alterations will have no significant effect on other design considerations of the originally sealed documents", or the registrant shall independently prepare and seal all additional calculations for field adapted documents;
- (4) reissues the sealed documents after review with the title block and seal of the registrant performing the site adaptation, or in the case of field altered documents have provided additional sealed drawings with the title block and seal of the registrant performing the work; and
- (5) maintains professional control over the use of the site-adapted or field altered sealed documents as if they were any other original sealed documents of the registrant and maintains the sealed documents on file.

Authority: AS 08.48.101 AS 08.48.221

ARTICLE 2. CODE OF PROFESSIONAL CONDUCT.

Section

- 200. Ethical standards**
- 205. Scope of practice for engineers**
- 210. Professional conduct**
- 220. Conflict of interest**
- 230. Solicitation of employment**
- 232. Offer to practice**
- 235. Advertising**
- 245. Full disclosure**
- 250. Standards of practice for land surveyors**

12 AAC 36.200. ETHICAL STANDARDS. (a) In order to establish and maintain a high standard of integrity, skill, and practice in the professions of architecture, engineering, and land surveying, or landscape architecture, and to safeguard the life, health, property, and welfare of the public, 12 AAC 36.200 - 12 AAC 36.245 are binding upon every individual holding a certificate of registration as an architect, engineer, land surveyor, or landscape architect,

and upon all partnerships, corporations, limited liability companies, or limited liability partnerships, or other legal entities authorized to offer or perform architectural, engineering, land surveying, or landscape architectural services in this state.

(b) A registrant shall act with complete integrity in professional matters.

(c) A registrant may not practice architecture, engineering, land surveying, or landscape architecture if the registrant's professional competence is substantially impaired.

Authority: AS 08.48.101 AS 08.48.111

12 AAC 36.205. SCOPE OF PRACTICE FOR ENGINEERS. A person who holds a current certificate of registration as an engineer in the state may practice in that branch or branches of engineering, as defined in 12 AAC 36.990(a), for which the engineer holds a registration, even if the engineering practice includes activities that are included in another branch of engineering defined in 12 AAC 36.990(a).

Authority: AS 08.48.101 AS 08.48.341

12 AAC 36.210. PROFESSIONAL CONDUCT. (a) A registrant

(1) must at all times recognize that a registrant's primary obligation is to protect the safety, health, property, and welfare of the public in the performance of his or her professional duties;

(2) must, if the registrant's professional judgment is overruled creating circumstances in which the safety, health, property, and welfare of the public are endangered, notify his or her employer, client, and other proper authority of the situation and possible consequences as may be appropriate;

(3) may perform assignments only if the registrant's associates, consultants, and employees are qualified by education, training, or experience and, if required, registered in the specific technical branches or fields involved;

(4) shall be completely truthful in all professional reports, statements, or testimony, and shall include in them all relevant and pertinent information known to the registrant;

(5) may not knowingly associate with, or permit the use of his or her name or firm name in a business venture by a person or firm that the registrant knows or has reason to believe is engaging in business or professional practices in a fraudulent or dishonest manner;

(6) shall inform the board if he or she has knowledge or reason to believe that another person or firm might be in violation of AS 08.48, or a regulation adopted under it, and shall cooperate with the board by furnishing all further information or assistance required;

(7) may not offer or make a payment or gift to a government official, whether elected or appointed, with the intent of influencing the official's judgment in connection with a prospective or existing project in which the registrant is interested;

(8) may not knowingly design, lay out, certify, approve, or otherwise imply or certify as suitable or fit for use a project in violation of applicable federal, state, or local laws relating to the practice of architecture, engineering, land surveying, or landscape architecture;

(9) may not deliberately make a materially false statement or deliberately fail to disclose a material fact requested in connection with an application for registration or renewal of a registration issued under AS 08.48;

(10) shall make every reasonable effort to provide professional services in a complete and efficient manner so as not to unduly delay a project.

(b) If, in the course of a registrant's work on a project, the registrant becomes aware of a decision made by his or her employer or client, against the registrant's advice, which violates applicable state or municipal building laws and as a result of which the finished project will, in the registrant's judgment, materially and adversely affect the safety of the public the registrant shall

(1) report the decision to the local building inspector or other public official charged with the enforcement of the applicable state or municipal building laws; and

(2) refuse to consent to the decision.

Authority: AS 08.48.101 AS 08.48.111

12 AAC 36.220. CONFLICT OF INTEREST. (a) A registrant

(1) shall attempt to avoid all conflicts of interest with his or her employer or client, but, if some conflict is unavoidable a registrant shall promptly inform his or her employer or client of the registrant's business association, interests, or circumstances that could influence the registrant's judgment or the quality of the registrant's service to the employer or client;

(2) may not accept financial or other compensation from more than one party for services on or pertaining to the same project, unless the circumstances are fully disclosed to and agreed to by all interested parties or their authorized agents;

(3) may not solicit or accept financial or other valuable consideration from a supplier for specifying a supplier's product, unless the registrant is the vendor or supplier of the specified product and has fully disclosed that fact to the client; and

(4) may not solicit or accept gratuities from other parties dealing with the registrant's client or employer in connection with the work for which the registrant is responsible.

(b) If a registrant is in public service as a member, advisor, or employee of a government body, the registrant may not review work previously performed by the registrant or the registrant's former private sector employer.

Authority: AS 08.48.101 AS 08.48.111

12 AAC 36.230. SOLICITATION OF EMPLOYMENT. (a) A registrant may not pay, solicit, nor offer, directly or indirectly, a bribe or commission for professional employment, except for payment of the usual commission for securing salaried position through a licensed employment agency.

(b) Deleted 11/18/83.

(c) A registrant may not falsify or permit misrepresentation of his or her associates' academic or professional qualifications. A registrant may not misrepresent or exaggerate his or her degree of responsibility in or for the subject matter of prior assignments. A registrant shall accurately represent his or her qualifications as required by 12 AAC 36.245(2).

(d) Brochures or other presentations incident to a registrant's solicitation of employment may not, with the intent and purpose of enhancing the registrant's qualifications and work, misrepresent pertinent facts concerning employers, employees, associates, joint ventures, or the registrant's past accomplishments.

Authority: AS 08.48.101 AS 08.48.111

Editor's Note: As of Register 88, Jan. 1984, 12 AAC 36.230(b) was deleted by the regulations attorney under AS 44.62.125(b)(6) and in accordance with a Stipulation and proposed Final Judgment filed on November 18, 1983 by the Board of Architects, Engineers and Land Surveyors and the United States Department of Justice in the United States District Court for the District of Alaska in *United States v. Alaska Board of Registration for Architects, Engineers and Land Surveyors*, Civil Action No. A82-423 CIV. This Stipulation and proposed Judgment were filed because 12 AAC 36.230(b) was in violation of section 1 of the Sherman Antitrust Act [15 U.S.C. § 1 (1977)]. The proposed Final Judgment which may become final on or soon after January 16, 1984 will, also prohibit further enforcement of any ban or board policy against competitive bidding.

12 AAC 36.232. OFFER TO PRACTICE. For the purposes of AS 08.48.281, 08.48.291, 08.48.295, and 08.48.321, an "offer to practice" architecture, engineering, land surveying, or landscape architecture includes

(1) a response to a request for proposals (RFP) that contains information that could be used to qualify as a potential provider of services;

(2) a proposal in which a monetary value is suggested as the acceptable payment for services offered; or

(3) an acceptance of employment for the purpose of providing service or work described in the "practice of architecture", "practice of engineering", "practice of land surveying", or "practice of landscape architecture" in AS 08.48.341

Authority: AS 08.48.101 AS 08.48.281 AS 08.48.295
AS 08.48.111 AS 08.48.291 AS 08.48.321

12 AAC 36.235. ADVERTISING. A registrant may not advertise his or her services in a deceptive or untruthful manner.

Authority: AS 08.48.101 AS 08.48.111

12 AAC 36.245. FULL DISCLOSURE. A registrant

(1) may not issue a statement, criticism, or argument on professional matters connected with the public interest which are inspired or paid for by an interested party, unless the registrant has prefaced the comment by disclosing the identity of the party and the existence of any pecuniary interest;

(2) shall accurately represent to a prospective or existing client or employer his or her qualifications and scope of responsibility in connection with work for which the registrant is claiming credit; and

(3) may not solicit or accept a professional contract from a governmental body on which a principal or officer of the registrant's organization serves as a member, except upon public disclosure of all pertinent facts and circumstances, consent of appropriate public authority, and compliance with all other applicable laws.

Authority: AS 08.48.101 AS 08.48.111

12 AAC 36.250. STANDARDS OF PRACTICE FOR LAND SURVEYORS. A person who holds a current certificate of registration as a land surveyor shall at a minimum perform work that meets the Alaska Society of Professional Land Surveyors, *ASPLS Standards of Practice Manual – 2013*, Chapter 2, adopted by reference.

Authority: AS 08.48.101 AS 08.48.341

Editor's note: The Alaska Society of Professional Land Surveyors, *ASPLS Standards of Practice Manual – 2013*, Chapter 2, adopted by reference in 12 AAC 36.250, may be obtained by writing to the Alaska Society of Professional Land Surveyors, P.O. Box 112835, Anchorage, AK 99511-2835; Internet address: <http://www.alaskapls.org/sop2013.html>

ARTICLE 3. DISCIPLINARY GUIDELINES.

Section

- 300. Purpose of disciplinary guidelines**
- 310. Violations**
- 320. Disciplinary guidelines**
- 330. Definitions for disciplinary guidelines**

12 AAC 36.300. PURPOSE OF DISCIPLINARY GUIDELINES. To ensure that the board's disciplinary policies are known and are administered consistently and fairly, the disciplinary guidelines in 12 AAC 36.310 - 12 AAC 36.330 are established.

Authority: AS 08.48.101 AS 08.48.111

12 AAC 36.310. VIOLATIONS. A person who, after a hearing under the Administrative Procedure Act (AS 44.62), is found to have violated a provision of AS 08.48 or this chapter, is subject to the disciplinary penalties listed in AS 08.01.075, including public notice of the violation and penalty in appropriate publications.

Authority: AS 08.48.101 AS 08.48.111

12 AAC 36.320. DISCIPLINARY GUIDELINES. (a) Nothing in this section prohibits the board from imposing greater or lesser penalties than those described, depending on the circumstances of a particular case.

(b) The board will, in its discretion, issue a public reprimand in connection with a disciplinary action taken under AS 08.48 and this chapter.

(c) The board will, in its discretion, revoke a registration or certificate in cases of

- (1) gross negligence;
- (2) incompetence that caused the life, health, or safety of a member of the public to be placed in jeopardy of death or injury;

(3) fraud or deceit in obtaining or attempting to obtain a registration or certificate.

(d) The board will, in its discretion, suspend a registration or certificate for up to three years, followed by probation if the board considers it appropriate in cases of

- (1) incompetence that caused property to be placed in jeopardy of loss or injury;
- (2) incompetence that caused the design or engineering of a project to be unusable or unsafe;
- (3) incompetence that caused a land survey to be unusable; or
- (4) incompetence that caused undue harm.

(e) The board, in its discretion, will suspend a registration or certificate for up to two years in cases of

- (1) incompetence involving violation of AS 08.48 and 12 AAC 36; or
- (2) misconduct that caused undue harm by action or nonaction.

(f) The board will, in its discretion, suspend a registration or certificate for up to one year in cases of misconduct which caused no undue harm.

(g) The board may impose a disciplinary sanction if, after registration in this state, the registrant has had a disciplinary action taken with respect to a license, registration, or certificate to practice engineering, architecture, land surveying, or landscape architecture in another state or territory of the United States, or a province or territory of Canada, unless such action was caused by the failure of the registrant to pay fees to that state, territory, or province.

(h) In a board proceeding involving a disciplinary sanction under (g) of this section, certified copies of the final findings of fact, conclusions of law, an order of the authority taking the prior disciplinary action is prima facie evidence of the disciplinary action taken and the grounds for such action.

Authority: AS 08.48.101 AS 08.48.111

12 AAC 36.330. DEFINITIONS FOR DISCIPLINARY GUIDELINES. In 12 AAC 36.320

(1) "fraud or deceit in obtaining a registration or certificate" includes

(A) giving false statements or facts or forging letters of work experience or letters of reference related to an application form or renewal notice; or

(B) intentional misrepresentation of the number of hours, months, or years of employment on an application or renewal notice;

- (2) “gross negligence” means the intentional or reckless failure to perform the registrant’s duties and responsibilities according to AS 08.48 or this chapter, resulting in
- (A) the life, health, or safety of a member of the public being placed in jeopardy of death or injury; or
 - (B) a person’s property being placed in jeopardy of loss or injury;
- (3) “incompetence” means lacking the ability, knowledge, skills, or professional judgment to discharge the professional duties of a registrant as required by law;
- (4) “misconduct” means the failure to perform a registrant’s responsibilities according to AS 08.48 and this chapter, if the failure does not constitute gross negligence.

Authority: AS 08.48.101 AS 08.48.111

ARTICLE 4. CONTINUING EDUCATION FOR PROFESSIONAL LAND SURVEYORS.

Section

- 400. (Repealed)**
- 410. (Repealed)**
- 420. (Repealed)**
- 430. (Repealed)**
- 440. (Repealed)**
- 450. (Repealed)**

12 AAC 36.400. PURPOSE OF CONTINUING EDUCATION. Repealed 7/13/2011.

12 AAC 36.410. CONTINUING EDUCATION REQUIREMENTS. Repealed 7/13/2011.

12 AAC 36.420. COMPUTATION OF CONTINUING EDUCATION CREDIT. Repealed 7/13/2011.

12 AAC 36.430. EXEMPTIONS. Repealed 7/13/2011.

12 AAC 36.440. RECORD KEEPING AND REVIEW OF RECORDS. Repealed 7/13/2011.

12 AAC 36.450. DEFINITIONS. Repealed 7/13/2011.

Editor’s note: As of 7/13/2011, Register 199, the substance of former 12 AAC 36.400 – 12 AAC 36.450 appears in 12 AAC 36.500 – 12 AAC 36.550.

ARTICLE 5. CONTINUING EDUCATION FOR PROFESSIONAL ARCHITECTS, ENGINEERS, LAND SURVEYORS, AND LANDSCAPE ARCHITECTS.

Section

- 500. Purpose of continuing education**
- 510. Continuing education requirements**
- 520. Computation of continuing education credit**
- 530. Exemptions**
- 540. Record keeping and review of records**
- 550. Definitions**

12 AAC 36.500. PURPOSE OF CONTINUING EDUCATION. The purpose of the continuing education program is to maintain a continuing level of competency and standards for professional architects, engineers, land surveyors, and landscape architects, in order to promote the public health, safety, and welfare within this state.

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.510. CONTINUING EDUCATION REQUIREMENTS. (a) Unless exempted under 12 AAC 36.530, a professional architect, engineer, land surveyor, or landscape architect must meet the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 as a condition of the renewal, reinstatement, or reactivation of the professional architect, engineer, land surveyor, or landscape architect registration.

(b) Unless exempted under 12 AAC 36.530, a professional architect, engineer, land surveyor, or landscape architect seeking renewal, reinstatement, or reactivation of a professional architect, engineer, land surveyor, or landscape architect registration shall submit, on a form provided by the department, a certification that the

Commented [JAD(34): Review in process with the intent to update following the 2018-2019 CE audit.

professional architect, engineer, land surveyor, or landscape architect has met the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550.

(c) To renew a professional architect, engineer, land surveyor, or landscape architect registration, a professional architect, engineer, land surveyor, or landscape architect must obtain 24 professional development hours during the 24 months immediately preceding that registration period.

(d) To reinstate a lapsed professional architect, engineer, land surveyor, or landscape architect registration, a professional architect, engineer, land surveyor, or landscape architect seeking reinstatement must obtain 24 professional development hours during the 24 months immediately preceding the application for reinstatement of the professional architect, engineer, land surveyor, or landscape architect registration.

(e) A professional architect, engineer, land surveyor, or landscape architect who obtains more professional development hours during a biennial registration period than needed to qualify for renewal or reinstatement of the professional architect, engineer, land surveyor, or landscape architect registration may apply up to 12 of the excess professional development hours to the continuing education requirement for the subsequent biennial period for professional architect, engineer, land surveyor, or landscape architect registration.

(f) A professional architect, engineer, land surveyor, or landscape architect holding multiple registrations in the state is required to earn the total number of professional development hours of continuing education as those required for a single registration holder. However, at least eight hours of the professional development hours must be in each registration held.

(g) Continuing education courses or activities are not pre-approved by the board, but must meet the following criteria:

(1) the subject matter must address the public's health, safety, and welfare by instructing in the proper planning and design in the area of the registrant's registration or discipline, for the construction of buildings, structures, infrastructure, or the spaces within and surrounding such facilities, preservation and enhancement of land use and natural land features, measuring and locating land for property boundaries, platting, planning and design of subdivisions, or the preparation and perpetuation of maps or record plats so that generally

(A) risk of injury to persons or property is minimized;

(B) the results are durable and environmentally friendly;

(C) the results function properly in all relevant respects; or

(D) the results enhance the general welfare of the public;

(2) the course or activity must be relevant to the practice of professional architecture, engineering, land surveying, or landscape architecture, and may include technical, ethical, or managerial content;

(3) the course or activity must be designed to maintain, improve, or expand professional architect, engineer, land surveyor, or landscape architect skills and knowledge;

(4) each course or activity must be well organized and the content presented in a sequential manner; and

(5) the presentation must be made by persons who are well qualified in the subject by education or experience in the subject.

(h) The sponsoring organizations that provide continuing education may be an educational institution, a professional association, or a business or governmental organization. Sponsoring organization's continuing education that satisfies the requirements of this section includes the professional architect's, engineer's, land surveyor's, or landscape architect's

(1) successful completion of college courses;

(2) successful completion of continuing education courses;

(3) successful completion of short courses, tutorials, correspondence, web-based courses, and televised or videotaped courses;

(4) attending seminars, in-house workshops, or professional or technical presentations at meetings, conventions, or conferences;

(5) authoring published papers, articles, or books;

(6) serving as an officer or actively participating in a committee of professional or technical societies; and

(7) teaching or instructing the activities listed in (1) – (4) of this subsection.

(i) A professional architect, engineer, land surveyor, or landscape architect who also holds a registration as a professional architect, engineer, land surveyor, or landscape architect in another licensing jurisdiction may meet the requirements of 12 AAC 36.510 – 12 AAC 36.550 by establishing that the professional architect, engineer, land surveyor, or landscape architect has met the mandatory continuing education requirements for renewal of the professional architect, engineer, land surveyor, or landscape architect registration in the other licensing jurisdiction, if the mandatory continuing education requirements of the other jurisdiction are substantially similar to or exceed those of 12 AAC 36.510 – 12 AAC 36.550 at the time that continuing education credit is claimed.

(j) To reactivate a retired professional architect, engineer, land surveyor, or landscape architect registration, a professional architect, engineer, land surveyor, or landscape architect seeking reactivation must obtain 24 professional development hours during the 24 months immediately preceding the application for reactivation of the professional architect, engineer, land surveyor, or landscape architect registration.

Commented [JAD(35)]: Do we need to address "reactivation of retired license" here?

Authority: AS 08.48.071 AS 08.48.101 AS 08.48.341

12 AAC 36.520. COMPUTATION OF CONTINUING EDUCATION CREDIT. (a) The board has final authority with respect to the acceptance of courses, activities, credits, professional development hour values, and other methods of earning continuing education credits. Continuing education credit is computed as follows:

- (1) credit for college approved courses is based upon course credit established by the college;
- (2) credit for qualifying seminars, in-house workshops, and professional or technical presentations is based on one professional development hour for each hour of attendance at the seminar, in-house workshop, or professional or technical presentation;
- (3) attendance at qualifying programs presented at professional and technical society meetings, conventions, or conferences earns one professional development hour for each hour of attendance at the program;
- (4) credit for published papers, articles, or books is
 - (A) based on one professional development hour for each hour of professional preparation of the paper, article, or book;
 - (B) determined by the professional architect, engineer, land surveyor or landscape architect; and
 - (C) subject to review and approval by the board under the standards set out in 12 AAC 36.510 - 12 AAC 36.550;

(5) credit for participating in professional and technical societies may be claimed for a year of service as an officer or in active participation in a committee of the society, based on one professional development hour for every two hours of service or participation; professional development hour credits under this paragraph are earned at the end of each full year of service or participation.

- (b) The computation of credits of professional development hours is as follows:
 - (1) one unit of college semester credit equals 45 professional development hours;
 - (2) one unit of college quarter credit equals 30 professional development hours;
 - (3) one continuing education unit of professional architect, engineer, land surveyor, or landscape architect continuing education equals 10 professional development hours;
 - (4) one hour of a seminar, in-house workshop, or professional or technical presentation attended at meetings, conventions, or conferences equals one professional development hour;
 - (5) one hour of initial instruction of the subject matter when teaching professional development courses, seminars, or professional or technical presentations equals two professional development hours; this provision does not apply to full-time faculty;
 - (6) up to 10 professional development hours per biennial registration period may be claimed for a published paper, article, or book, based on the amount of time and effort required to produce the paper, article, or book;
 - (7) for serving as an officer or actively participating in a committee of professional and technical societies, up to eight professional development hours per year may be claimed for each professional or technical society.

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.530. EXEMPTIONS. (a) A professional architect, engineer, land surveyor, or landscape architect is exempt from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 for the first biennial registration renewal period following initial issuance of the professional architect, engineer, land surveyor, or landscape architect registration.

(b) A professional architect, engineer, land surveyor, or landscape architect is exempt from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 for renewal of the professional architect, engineer, land surveyor, or landscape architect registration for the biennial registration period immediately following a period of service by the professional architect, engineer, land surveyor, or landscape architect on active duty in the armed forces of the United States exceeding 120 consecutive days within a 12-month period.

(c) A professional architect, engineer, land surveyor, or landscape architect who is in retired status under 12 AAC 36.115 is exempt from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 during the time the professional architect, engineer, land surveyor, or landscape architect is retired. A retired professional architect, engineer, land surveyor, or landscape architect who wishes to return to active practice as a professional architect, engineer, land surveyor, or landscape architect must meet the requirements of 12 AAC 36.115, including continuing education requirements applicable under 12 AAC 36.510(j).

(d) A professional architect, engineer, land surveyor, or landscape architect may request an exemption from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 by submitting a written request to the board that describes the reasons for the request and includes supporting documentation. If the board finds good cause, the board will grant an exemption under this subsection to a professional architect, engineer, land surveyor, or landscape architect who is experiencing a physical disability, serious illness, family emergency, or other extenuating circumstance.

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.540. RECORD KEEPING AND REVIEW OF RECORDS. (a) A professional architect, engineer, land surveyor, or landscape architect shall maintain records that may be used to verify professional development hours claimed under 12 AAC 36.510 – 12 AAC 36.550. These required records include

(1) a log showing the course or activity claimed, the sponsoring organization, the location and duration of the course or activity, the name of the speaker or instructor, and the unit of credit or number of professional development hours earned; and

(2) attendance verification records in the form of completion certifications, signed attendance receipts, receipts for the payment of tuition or fees, a copy of a list of participants signed by the speaker or instructor, or similar documents showing evidence of attendance.

(b) Records required under (a) of this section must include sufficient detail to permit verification during an audit, and must be maintained for at least four years from the date that the course or activity was completed.

(c) The board may request at any time that a professional architect, engineer, land surveyor, or landscape architect provide proof of compliance with the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550. A professional architect, engineer, land surveyor, or landscape architect must provide a copy of the records required under (a) of this section to the board no later than 30 days after receipt of a request for the records.

(d) Audits of compliance of professional architect, engineer, land surveyor, or landscape architect continuing education requirements will be conducted in accordance with 12 AAC 02.960.

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.550. DEFINITIONS. In 12 AAC 36.500 – 12 AAC 36.550, unless the context requires otherwise,

(1) “college” includes a community college and a university;

(2) “continuing education unit” means a uniform unit of measure for continuing education and training established by a nationally recognized professional or technical society acceptable to the board;

(3) “course or activity” means a unit of instruction

(A) with a clear purpose and objective to maintain, improve, or expand the skills and knowledge relevant to the practice of a professional architect, engineer, land surveyor, or landscape architect; and

(B) that meets the requirements of 12 AAC 36.510;

(4) “in-house workshop” means a seminar, program, or training session presented by a professional with expertise in the field of architecture, engineering, land surveying, or landscape architecture;

(5) “professional development hour” means not less than 50 minutes of instruction or presentation in a continuing education course or activity that meets the requirements of 12 AAC 36.510.

Authority: AS 08.48.101 AS 08.48.341

ARTICLE 6. GENERAL PROVISIONS.

Section

900. Current address

910. Board member absences

920. Board bylaws

990. Definitions

12 AAC 36.900. CURRENT ADDRESS. A registrant shall maintain a current, valid mailing address on file with the division at all times. The latest mailing address on file for an active, inactive, or lapsed registration or certificate is the appropriate address for official communications, notifications, and service of legal process.

Authority: AS 08.48.101

12 AAC 36.910. BOARD MEMBER ABSENCES. (a) The board may recommend to the governor that a member be removed from the board if that member has three or more unexcused absences from regularly scheduled board meetings in a 24-month period.

(b) Before the close of each regularly scheduled board meeting, the board will determine whether a member's absence from that meeting is excused or unexcused. An absence will be considered excused if it is pre-approved by the chair of the board or due to an emergency.

Authority: AS 08.01.020 AS 08.48.041 AS 08.48.101

12 AAC 36.920. BOARD BYLAWS. The board will conduct its meetings and activities under the bylaws established by the board in the pamphlet entitled “*Bylaws*,” dated May 2014, adopted by reference.

Authority: AS 08.48.101

Editor’s note: The pamphlet entitled “*Bylaws*” adopted by reference in 12 AAC 36.920 may be obtained from the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and

Commented [JAD(36): Board intends to update.

Professional Licensing, State Board of Registration for Architects, Engineers, and Land Surveyors, State Office Building, 9th Floor, 333 Willoughby Avenue, Juneau, Alaska 99801; phone (907) 465-1676.

12 AAC 36.990. DEFINITIONS. (a) For the purposes of this chapter and AS 08.48, unless the context requires otherwise

- (1) "advanced courses" means courses in institutes of higher learning beyond the second academic year;
- (2) "board" means the State Board of Registration for Architects, Engineers, and Land Surveyors;
- (3) "chemical engineering" means the branch of professional engineering that embraces studies and activities relating to applied chemistry, both industrial and nonindustrial, concerned with chemical materials, their composition, locations, transportation, and storage; chemical and physical-chemical processes naturally occurring or artificially operated, their matter and energy changes, the conditions of temperature, concentration and media for those changes, including apparatus and analytical control; chemical products, their quality, quantity, applications, uses, and values; preparation of materials for public or industrial use, including water supply, waste abatement, and pollution control; and the organizational and economic aspects of these studies and activities;
- (4) "civil engineering" means the branch of professional engineering that embraces studies and activities relating to research, design, and construction of fixed works, other than significant structures, for irrigation, drainage, waterpower, water supply and treatment, flood control, inland waterways, harbors, municipal improvements, railroads, highways, tunnels, airports and airways, sewerage, refuse disposal, foundations, structures, and bridges, and the organizational and economic aspects of these studies and activities;
- (5) "design" means the original and unique application of basic aesthetic, mathematical and physical and chemical principles to provide an acceptable solution of a problem or project;
- (6) repealed 8/26/98;
- (7) "ABET" means Accreditation Board for Engineering and Technology;
- (8) "electrical engineering" means the branch of professional engineering that embraces studies and activities relating to generation, transmission and utilization of electrical energy, fire detection and alarm systems, control systems, electronic systems, and to telecommunications systems and facilities, including the design of electrical, electronic and magnetic circuits and components, and the technical control of their operation and of the design of electrical, fire alarm gear, control, electronic and telecommunications gear, and the organizational and economic aspects of these studies and activities;
- (9) "mechanical engineering" means the branch of professional engineering that embraces studies and activities relating to the generation, transmission and utilization of energy in the thermal and mechanical form; engineering issues relating to the production of tools, machinery and their products; mechanical processes, heating, air conditioning, refrigeration, product transport, fire and smoke suppression, and plumbing; and the research, design, production, operation, control, and the organizational and economic aspects of these studies and activities;
- (10) "mining and mineral processing engineering" means the branch of professional engineering that embraces studies and activities relating to the exploration, location, and recovery of mineral commodities, and the research, design, construction, and development of structures, devices, and facilities of production, and the organizational and economic aspects related to these studies and activities;
- (11) repealed 7/26/97;
- (12) "NCARB" means the National Council of Architectural Registration Boards;
- (13) "NCEES" means the National Council of Examiners for Engineering and Surveying
- (14) "petroleum engineering" means the branch of professional engineering that embraces studies or activities relating to the exploration, location, and recovery of natural fluid hydrocarbons, and the research, design, production, operations of devices, facilities of production, and the organizational and economic aspects of these studies and activities;
- (15) repealed 9/30/78;
- (16) repealed 9/30/78;
- (17) "professional engineering" includes the branches of
 - (A) agricultural engineering;
 - (B) chemical engineering;
 - (C) civil engineering;
 - (D) control systems engineering;
 - (E) electrical engineering;
 - (F) environmental engineering;
 - (G) fire protection engineering;
 - (H) industrial engineering;
 - (I) mechanical engineering;
 - (J) metallurgical and materials engineering;
 - (K) mining and mineral processing engineering;
 - (L) naval architecture and marine engineering;
 - (M) nuclear engineering;
 - (N) petroleum engineering;
 - (O) [STRUCTURAL ENGINEERING;]

Commented [JAD(37): REMOVE from here and list separately. SE is not a branch of professional engineering. Is it considered a post-PE registration in AK

- (18) "professional work" means the time the applicant has been occupied in [ARCHITECTURE,] engineering, land surveying, or landscape architecture work of higher grade and responsibility than that of subprofessional work;
- (19) "responsible charge of work in the field" means the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant has to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his superiors and where the applicant has to supply solutions to deficiencies in plans or has to correct errors in designs without first referring them to higher authority for approval, except where the approval is a matter of form;
- (20) "responsible charge" as it pertains to "work in the office" means undertaking investigations or carrying out assignments, which demand resourcefulness and originality, or making plans, writing specifications, and directing drafting and computations for the design of architectural, engineering or land surveying work with only rough sketches, general information and field measurements for reference;
- (21) "state" means the State of Alaska;
- (22) "subprofessional work" means time spent working as rodman, chainman, recorder, draftsman, clerk of works, instrument man, inspector, or similar work where personal responsibility and technical knowledge are slight;
- (23) "specialty contractor" means the same as in AS 08.18.171;
- (24) "registration by comity" means registration by recognition of the applicant's credentials accepted by another jurisdiction;
- (25) "registrant" means an individual architect, engineer, land surveyor, landscape architect, corporation, limited liability company, or limited liability partnership, registered or issued a certificate of authorization under this chapter;
- (26) "A.S. degree" means an associate of science degree;
- (27) "B.S. degree" means a bachelor of science degree;
- (28) "M.S. degree" means a master of science degree;
- (29) repealed 5/25/2017;
- (30) "responsible control" means that amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered engineers, land surveyors, and landscape architects applying the required professional standard of care.
- (31) "CLARB" means Council of Landscape Architect Registration Boards;
- (32) "LAAB" means Landscape Architectural Accreditation Board;
- (33) "landscape architect" means a person registered as a professional landscape architect;
- (34) "agricultural engineering" means the branch of professional engineering that embraces studies and activities related to facility engineering of plant, animal, and commodity environments and structures; machinery involving power, electrical and electronic machines, controls and sensors; natural resource engineering involving soil, water and plant systems; process engineering involving food, feed, fiber, fuel products; and the organizational and economic aspects of these studies and activities;
- (35) "control systems engineering" means the branch of professional engineering that embraces studies and activities relating to sensor technologies and measurement; signals and transmission, final control elements regarding valves, pressure relieving devices, and other final control elements, control systems analysis and implementation; and the organizational and economic aspects of these studies and activities;
- (36) "environmental engineering" means the branch of professional engineering that embraces studies and activities relating to wastewater, storm water, potable water, and water resources; ambient air, emissions sources, and control strategies; solid, hazardous, and special waste; environmental assessments, remediation, and emergency response and applicable codes, standards, regulations, guidelines; and the organizational and economic aspects of these studies and activities;
- (37) "fire protection engineering" means the branch of professional engineering that embraces studies and activities relating to fire protection analysis, fire protection management, fire science and human behavior, fire protection systems, fire building systems, and the organizational and economic aspects of these studies and activities;
- (38) "industrial engineering" means the branch of professional engineering that embraces studies and activities relating to facilities engineering and planning involving facility requirements, design alternatives, material handling techniques and equipment, systems analysis and design including processes, costing and performance measurement, logistics including production planning and control, distribution and storage and warehousing methods, methods to measure work, workstation design and analysis, ergonomics and safety, quality engineering and control, and the organizational and economic aspects of these studies and activities;
- (39) "metallurgical and materials engineering" means the branch of professional engineering that embraces studies and activities relating to the production of metals, metal objects, materials, testing procedures, metal processing, failure analysis procedures and the development of metal alloys, the research, design, construction, and development of devices and facilities of production, and the organizational and economic aspects of these studies and activities;
- (40) "naval architecture and marine engineering" means the branch of professional engineering that embraces the studies and activities relating to the mechanics of rigid and deformable bodies, exterior loads on military, public, commercial or private vessels or marine facilities, structural designs, applications, and considerations, vibration considerations including local, vortex induced, flow induced, and global vibrations, intact and damaged hydrostatic stability, methods and procedures, dynamic stability in waves, hydrodynamics, wind and waves, hull forms and

design, marine engineering involving thermodynamics, internal fluid flow, propulsion and power generators, machine design, HVAC/refrigeration and electrical systems, materials corrosion and corrosion control, navigation and vessel control, hull outfitting, weight engineering, shipbuilding and repair engineering, rules and regulations, human factors, and safety systems, and the organizational and economic aspects of these studies and activities;

(41) "nuclear engineering" means the branch of professional engineering that embraces the studies and activities relating to nuclear power systems and science, nuclear components and systems, construction, operational regulations, emergency planning, licensing regulation, codes and standards, nuclear fuel and waste management, nuclear radiation, protection, radiation shielding, interaction of radiation with matter, nuclear criticality, kinetics, neutronics, and nuclear measurements and instruments, and the organizational and economic aspects of these studies and activities;

(42) "structural engineering" means the branch of professional engineering that embraces the studies and activities relating to the investigation, evaluation, analysis, design and construction of buildings, bridges, and other structures such as walls, columns, slabs, beams, trusses, or similar members requiring force-resisting and load bearing members and their connections, or similar members used singly or as a part of a larger structure, and the organizational and economic aspects of these studies and activities;

(43) "engineering surveys"

(A) means work performed by a professional engineer to measure and assess structures, machines, equipment, utility systems, materials, processes, and work public or private;

(B) does not include the practice of land surveying.

(44) "significant structures" means

(A) hazardous facilities; in this paragraph, "hazardous facilities" means structures housing, supporting, or containing sufficient quantities of toxic or explosive substance to be of danger to the safety of the public if released;

(B) special occupancy structures; in this paragraph, "special occupancy structures" means

(i) buildings and other structures whose primary occupancy is public assembly with an occupant load greater than 300;

(ii) buildings and other structures containing an elementary school, secondary school, or day care facility with an occupant load greater than 250;

(iii) buildings and other structures containing adult education facilities, such as colleges and

universities, with an occupant load greater than 500;

(iv) medical facilities with 50 or more resident, incapacitated patients;

(v) jails and detention facilities; and

(vi) all buildings or structures with an occupant load greater than 5,000;

(C) essential facilities that have a ground area of more than 4,000 square feet and are more than 20 feet in mean roof height above average ground level; in this paragraph "essential facilities" means

(i) hospitals and other medical facilities having surgery and emergency treatment areas;

(ii) fire and police stations;

(iii) tanks or other structures containing, housing, or supporting water or fire suppression material or equipment required for the protection of essential or hazardous facilities or special occupancy structures;

(iv) emergency vehicle shelters and garages;

(v) structures and equipment in emergency preparedness centers;

(vi) standby power-generating equipment for essential facilities;

(vii) structures and equipment in government communication centers and other facilities requiring emergency response;

(viii) aviation control towers, air traffic control centers, and emergency aircraft hangars; and

(ix) buildings and other structures having critical national defense functions;

(D) structures exceeding 100 feet in height above average ground level;

(E) buildings that are customarily occupied by human beings and are four stories or 45 feet or more above average ground level; and

(F) bridges having a total span of more than 200 feet and piers having a surface area greater than 10,000 square feet;

(45) "AXP" means the Architect Experience Program administered by NCARB and constitutes the record keeping system for verifying an intern-architect's fulfillment of the education and training standards established by NCARB.

(b) For purposes of this chapter, "department" means the Department of Commerce, Community, and Economic Development.

(c) For the purposes of AS 08.48.331(a)(14), "designing fire detection or suppression systems" includes those studies and activities related to the installation, maintenance, and inspection of those systems, including the direction of or the performance of fire protection systems surveys, consultation, investigation, evaluation, planning, and observations of construction and the organizational and economic aspects of those studies and activities.

(46) **"progressive structural experience" means that a candidate for structural licensure progresses in job knowledge and duties and that their experience increases in their level of responsibility and knowledge of their profession.**

(47) **"mentoring program" in which a corresponding licensee reviews a mentee's work on a regular basis to ensure that the work meets the standard of care of that discipline and confirms that the mentee is developing experience and responsible charge.**

Authority:	AS 08.48.101	AS 08.48.181	AS 08.48.331
	AS 08.48.171	AS 08.48.191	

**Strategic
Plan**

Code	Reference	To whom assigned	Deadline
02-2021-09	2.a.	Johnston	May-21
02-2021-15	2.a.	Maxwell	May-21
02-2021-20	1.c.	Anderson/Garness/Leman/Wallis	
02-2021-21	1.c.	Maxwell/Bell	
02-2021-23	2.a.	Lehman (Legislative c	Aug-21
02-2021-24	2.a.	Lehman (Legislative c	see 02-2021-23
02-2021-25	2.a.	Outreach Committee	Aug-21
02-2021-26	2.a.	Investigations commit	Aug-21
02-2021-27	2.a.	Investigations commit	Nov-21
02-2021-28	2.b.	Outreach Committee	Aug-21
02-2021-29	2.c.	CE Committee	
02-2021-30	2.c.	CE Committee	
02-2021-31	2.d.	Refer to Legal	
02-2021-32	2.d.	Licensure Mobility Co	see 02-2021-31
02-2021-33	2.d.	Refer to Legal	04/23/2021
05-2021-02	1.c.	Johnston	Feb-22
05-2021-03	1.c.	Leonetti	
05-2021-05	2.d.	Fritz	Aug-21
05-2021-06	2.d.	Staff	
05-2021-08	2.d.	Garness	
05-2021-09	1.b.	Staff	
05-2021-10	1.c.	outreach Committee	
05-2021-12	1.c.	Guidance Manual	
05-2021-14	2.a.	Leonetti	
08-2021-01	2.b.	Legislative Committee	Nov-21
08-2021-02	2.d.	Staff	21-Nov
08-2021-03	1.c.	Staff	21-Nov
08-2021-04	2.a.	Bob, Fred, Loren, Ed	
08-2021-05	2.a.	Randall, Jeff, Elizabeth	
08-2021-06	2.a.	Catherine, Jennifer	
08-2021-07	2.a.	Jake, Catherine, jeff	
08-2021-08	2.a.	Legislative Liaison Committee	
08-2021-09	2.a.	Guidance Manual	
08-2021-10	2.a.	Guidance Manual	
08-2021-11	2.a.	Garness	
08-2021-12		Continuing Education	
11-2021-01		Guidance Manual	
11-2021-02		Jeff Garness	
11-2021-03		Licensure Mobility Committee	
11-2021-04		Guidance Manual	
02-2022-01	2.d.	Staff	

Item Description

Update language on subprofessional experience to include working as a contractor in the field.
Public Notice 12 AAC 36.066 Verification of Land Surveyor Work Experience
Develop 1 outreach project and complete report. - Engineering
Develop 1 outreach project and complete report. - Surveying
Complete the statutory clean-up project started in 2019.
Draft statute changes identified in 2019 in bill form, and obtain a bill sponsor.
Share investigation information with registrants, including patterns of complaints so registrants can be educated.
Improve early interventions with investigator cases to increase efficiency.
Consider disciplinary matrix for board.
Meet with architectural and engineering societies to listen to comments on legislature's proposed interior design |
Study existing continuing education problems, and draft regulation changes to address.
Develop improved CE audit reporting forms and instructions to registrants.
Identify statute and regulation changes that are necessary to empower staff to perform some level of application
Draft regulation change to accept NCEES application files.
Do joint ventures require a COA?
Attend fire marshal forum
Attend CLARB annual meeting & create report
Revisions to Architect by Comity board ballot
Review current provisions for application sunseting and report
We will ask specific questions of legal relating to current constraints on complaints as it relates to AELS.
Add to newly licensed letter the corporate authorization information
Prepare FAQ document
update guidance manual with how to guide to stamping and sealing documents
Regulation project LA direct examination approval
Review HB61 board impacts.
Update renewal form for new military/dependent waiver of fees.
Add stale and abandoned application info to FAQ.
review name of board & board composition statute language, inactive status language
review joint ventures & limited partnership language
review definitions statute language
review exemptions statute language
HB15a legislative comm. Review
Calculation sealing
"Work of Minor Importance"
Regulation project 12 AAC 36.180 - License # on stamp
Survey
update board by-laws, reference to Landscape Architect
36.180 regulation project for seals
CLARB uniform standards review
CE regulation 12AAC 36.520(5) calendar year

abandon applications report

Status

Ongoing

Ongoing

No Change

No Change

Ongoing

No Change

Ongoing

Ongoing

Ongoing

Ongoing

Ongoing

Ongoing

Ongoing

No Change

Ongoing

Ongoing

No Change

Ongoing

Ongoing

No Change

Ongoing

Ongoing

Ongoing

Ongoing

No Change

No Change

No Change

Ongoing

Ongoing

Ongoing

Ongoing

Ongoing

Ongoing

Ongoing

Ongoing

Ongoing

Randall Rozier – Architect P.O Box 10108 Fairbanks, AK 99710	March 1, 2021 – March 1, 2025 907-450-2415 (work) 907-687-1179 (cell) rrozier@bettisworthnorth.com
Elizabeth Johnston, Electrical Engineer, Fire Engineer –Chair 1237 Donna Drive Fairbanks, AK 99712	March 1, 2017 – March 1, 2025 907-456-3123 (home) lise.johnston@ieee.org
Jake Maxwell, Land Surveyor 3101 West 34 th Avenue, Apt. 3 Anchorage, AK 99517	March 1, 2021 – March 1, 2025 907-301-4231 (cell) jmaxwellak@gmail.com
Jennifer Anderson, Civil Engineer, Environn – Vice Chair 2011 Tributary Circle Anchorage, AK 99516	March 1, 2018 - March 1, 2022 907-351-9158 jennifer.ann.anderson@gmail.com
Frank Robert “Bob” Bell, Land Surveyor 2610 Curlew Circle Anchorage, AK 99502	March 1, 2020 - March 1, 2024 907-441-9324 (cell) bbell@frbcmh.com
Catherine Fritz, Architect 4120 Birch Lane Juneau, AK 99801	March 1, 2016 - March 1, 2024 907-957-2068 (cell) jnucatherine@yahoo.com
Jeffrey Garness, Environmental Engineer 3701 Tudor Rd, Suite 101 Anchorage, AK 99507	March 1, 2020 - March 1, 2024 907-244-9612 (work) jeff@garnessengineering.com
Loren Leman, Civil Engineer 2699 Nathaniel Court Anchorage, AK 99517	March 1, 2020 - March 1, 2024 907-243-2000 (work) loren@lorenleman.com
	December 15, 2020 - March 1, 2022 859-321-9181 (cell) 907-344-2202 (home)
Edward Leonetti, Landscape Architect 800 F street Anchorage, AK 99502	March 1, 2021 – March 1, 2025 907-257-9290 (work) 907-830-5283 (cell) 907-563-9896 (home) Ed.leonetti@coffman.com
Fred Wallis, Mining Engineer V.P. Engineering	March 1, 2016 - March 1, 2024 907-683-9749 (work)

P.O. Box 1000
Usibelli Coal Mine
Healy, AK 99743

907-460-4092 (cell)
fredw@usibelli.com

Board Staff

Sara Neal, Executive Administrator
Division of Corporations, Business & Professional
Licensing
P.O. Box 110806
Juneau, AK 99811-0806
907-465-3262
aelsboard@alaska.gov

Vacant, Licensing Examiner
Division of Corporations, Business & Professional
Licensing
P.O. Box 110806
Juneau, AK 99811-0806
907-465-2540
sara.neal@alaska.gov

Vacant, Investigator
550 West 7 th Avenue, Suite 1500
Anchorage, AK 99501-3567
907-269-8176
jared.famularo@alaska.gov

Investigatory Advisory
Guidance Manual
Outreach

Investigatory Advisory
Licensure Mobility (Chair)
Continuing Education (Chair)

Investigatory Advisory
Guidance Manual
Outreach

Investigatory Advisory
Budget
Continuing Education

Investigatory Advisory
Legislative Liason
Continuing Education

Legislative Issues
Planning & Implementation (Chair)
Investigatory Advisory
Budget

Investigatory Advisory
Continuing Education Committee
Legislative Liason
Outreach (Chair)

Investigatory Advisory
Licensure Mobility
Legislative Issues (chair)

Investigatory Advisory
Legislative Liason

Investigatory Advisory
Legislative Liason
Guidance Manual
Planning & Implementation

Investigatory Advisory
Emeritus Status

	Current Issue/project
Investigatory Advisory	
Licensure Mobility	Military Spousal Licer
Guidance Manual	
Legislative Liason	Barrier Crimes & Con
Emeritus Status	all outgoing members
Planning & Implementation	ongoing tasks as note
Continuing Education	CEU forms, revisions
Outreach	Annual outreach proj
Budget	Annual report

regulatory issues?

t

asure

ditions, HB61

s are asked if they desire Emeritus status

ed in Action Follow-ups are being monitored for progress, caretakers of strategic plan and updatng

to regulations

jects A/E/S

NCARB

NCARB UPDATE

AUGUST 2021 ISSUE

IN THIS ISSUE:

SUPPORTING ARCHITECT LICENSING ADVISORS

Architect licensing advisors are a critical part of our community, and this past month we went further for our licensing advisors at the 2021 Licensing Advisors Summit (LAS), hosted online and in Miami.

[READ MESSAGE FROM THE CEO](#)

THOUGHT LEADERSHIP

From working for greater equity, diversity, and inclusion (EDI) to developing new tools for licensure candidates, NCARB continues to “stay restless” in order to protect the public’s health, safety, and welfare.

[READ NCARB IN ACTION](#)

NCARB BY THE NUMBERS

NCARB recently released our annual data report, *NCARB by the Numbers*. This year’s report includes a spotlight on COVID-19, expanded demographic data, and more.

[READ NCARB SOCIAL](#)



Attendees listen to keynote speakers at the 2021 Licensing Advisors Summit in Miami.

MESSAGE FROM THE CEO

Dear Colleagues,

In August, we hosted a hybrid version of our biennial Licensing Advisors Summit—which included advisors from National Architectural Accrediting Board (NAAB) accredited academic programs, students from the American Institute of Architecture Students (AIAS) and National Organization of Minority Architecture Students (NOMAS) chapters, architects from state American Institute of Architecture (AIA) components and large firms, Member Board Executives, members of the NCARB Think Tank (licensure candidates) and Re-Think Tank (recently licensed architects), and representatives from our Board and staff. Our attendance was similar to events in previous years, at approximately 200 individuals (both in-person and virtual). Clearly, interest remains high in not only fulfilling the mission of providing timely information via grassroots stakeholders to the candidate community, but also in reinforcing a sense of community among the demographic-specific subgroups and the group of advisors as a whole. To maximize access and participation, NCARB covered attendees' travel expenses and offered a virtual attendance option, while enforcing mandatory masking and social distancing indoors for in-person attendees.

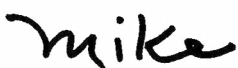
During the pandemic, our teams have taken extraordinary steps to both maintain and grow this community virtually. Last fall, we hosted a series of "virtual summit" presentations with panel discussions, meet-ups with key leaders, and sharing of best practices. We are redoubling our efforts to support the AIAS and NOMA/NOMAS in encouraging the appointment of student licensing advisors. Coming out of the summit, we are aware that more work needs to occur in linking faculty, student, and firm advisors as location-specific teams.

The summit provided an additional forum to discuss NCARB data, explore variables in state-specific approaches to licensure, and hear three perspectives regarding the Integrated Path to Architectural Licensure (IPAL) program from the B.Arch., M.Arch., and student perspectives.

We emerged from our summit with a new commitment of intentional engagement, assessing the capability and value of the advisor experience from the advisor point of view. As NCARB programs continue to evolve, timely updates are essential. But we also want to support methods to ensure consistent and effective outreach through raised profiles and maximized networking at the grassroots levels, to all current and prospective licensure candidates.

We are most grateful for the positive feedback and enthusiasm emanating from the summit attendees. We now plan to follow through in a manner that sustains trust and enriches our collective ability to go further.

With best wishes,



Michael Armstrong
Chief Executive Officer



CEO Armstrong presents to attendees at the Licensing Advisors Summit (LAS).

CEO INTERNAL ENGAGEMENTS

LICENSING ADVISORS SUMMIT

August 5-7 | Miami, FL | Hybrid

NEW NCARB TREASURER ORIENTATION

August 10 | Virtual

MONTHLY NCARB BOARD LEADERSHIP UPDATE

August 10 | Virtual

QUARTERLY LINEUP BOARD MEETING

August 10 | Virtual

QUARTERLY NCARB BOARD UPDATE

August 11 | Virtual

NCARB SCHOLARS IN PROFESSIONAL PRACTICE

August 12-14 | San Luis Obispo, CA | Hybrid

ANNUAL TOWN HALL

August 31 | Virtual

PSI + NCARB SENIOR STAFF MEETING

August 31 | Virtual

CEO EXTERNAL ENGAGEMENTS

FEDERATION OF ASSOCIATIONS OF REGULATORY BOARDS (FARB) BI-MONTHLY EXECUTIVE BOARD

August 11 | Virtual

CEO TO PRESIDENT ENGAGEMENT WITH NATIONAL ORGANIZATION OF MINORITY ARCHITECTS (NOMA) PRESIDENT JASON PUGH

August 9 | Virtual

ORGANIZATIONAL DEVELOPMENT AND OFFICE LIFE

- The Organizational Health team continued its work with the staff Inclusion/Diversity/Equity/Agility (IDEA) team to finalize an action plan to assess and advise internal functions through the EDI lens. The Organizational Health team also began designing the framework for future employee training curricula on a variety of skill sets.
- Currently, the return to work date has been moved back to November 1, at which time employees will be required to work at the office four days during every two-week pay period.



In-person and virtual attendees tune in for the Certification Alternative Review Team (CART) training.

AUGUST OUTREACH

VIRTUAL AIA/PROFESSIONAL PRESENTATIONS

- AIA Buffalo/WNY | August 24
- AIA DC | August 24

UPCOMING OUTREACH

UNIVERSITIES

- Hobart and William Smith Colleges | September 3
- Kent State University | September 9
- Florida A&M University | September 10
- Yale School of Architecture | September 14
- University of Minnesota | September 15

VIRTUAL AIA/PROFESSIONAL PRESENTATIONS

- AIA Pittsburgh + AIA Pennsylvania | September 15
- AIA Arizona | September 23
- Young Architects Forum – St. Louis | September 28

AIA/PROFESSIONAL CONFERENCES

- AIA Western Mountain Region Conference – Albuquerque, NM | September 29-October 2

SENIOR OFFICER, BOARD OF DIRECTORS, AND EXECUTIVE OFFICE ENGAGEMENT

- President Alfred Vidaurri Jr., NCARB, NOMA, FAIA, is continuing a series of virtual outreach visits to organizations in his home state of Texas, including AIA state and local components and Hispanic/Latino architect organizations.`

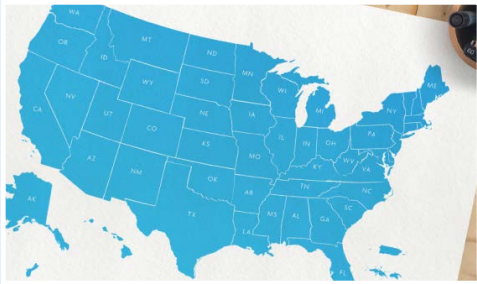
COLLATERAL ENGAGEMENTS

- Licensure Advisory Forum met for the first time this fiscal year to review their charges and began discussing potential topics for focus over the year.

August 27 | Virtual

NCARB IN ACTION

KEEP UP WITH WHAT'S NEW



NCARB IN THE NEWS

- **The Hill:** [How Licensing Reform Lost its Way](#)
- **Architect's Newspaper:** [NCARB's annual data report shows more architects became licensed during the pandemic](#)
- **Oculus:** [IPAL: A More Equitable Journey to Licensing \(Summer Issue\)](#)
- **Retrofit:** [NCARB Releases 10th Annual Data Report, Including Insight about Pandemic Effects on Architecture Field](#)

NCARB PRESS

- [NCARB Releases Annual Data Report on State of Architectural Licensure](#)
- [Updated NCARB Certification Guidelines Now Available](#)
- [Total Number of U.S. Architects Grows Amid Pandemic Challenges](#)

TOP BLOG POSTS

- [Meet NCARB's FY22 President](#)
- [Intro to PSI—NCARB's New Exam Delivery Partner!](#)
- [Top 10 FAQs for Candidates About the Path to Licensure](#)

NCARB SOCIAL

THIS MONTH'S FEED



@archiniect

Total number of U.S. architects is still growing despite COVID-19 disruption [@NCARB](#) [#architecture](#) <http://bitly.ws/gy8W>



@Farah_Arch

Honored to share my views via [@NCARB](#) on the [#Architecture](#) profession + diversity. Including my tips for success for growing in the field. Check it out! Let me know if it resonates. [#architect](#) [#womeninarchitecture](#) <http://bitly.ws/gy8q>



@architectmag

[@NCARB](#) and [@NomaNational](#) released a report examining diversity and attrition along the path to architecture licensure. It showed disparities for candidates of color and candidates over 40 years old related to the licensure exam. <http://bitly.ws/gy77>



@srpc406:

Thank you [@NCARB](#) for hosting this year's [#ArchLAS!](#) Excellent keynotes, engaging workshops, responsible networking, & great takeaways for Architect Licensing Advisors to support licensure candidates. See you in 2023!



@gloriakloter

On Saturday, August 7 of 2021, I had the honor of being one of the panelists for the Architect Licensing Advisors Summit 2021 in Miami! What a privilege it was to be seating among such talented individuals!

JOIN THE CONVERSATION ON SOCIAL MEDIA!



DEPARTMENT UPDATES

Learn about the projects, collaborations, initiatives, and events that NCARB's various teams have accomplished or focused on this month.

ADMINISTRATION

- Provided onsite logistical support for the Licensing Advisors Summit held in Miami.
- Conducted an orientation with FY22 Treasurer Kenneth R. Van Tine, AIA, NCARB, LEED AP.

COUNCIL RELATIONS

- The Incidental Practice Task Force continued their work from last year, brought new task force volunteers up to speed, and established a plan for completing their charges.
- Continued conversation with Texas Society of Architects (TxA) about EDI initiatives and potential areas of collaboration.
- Had successful kick-offs of the Credentials Committee, Member Board Executives Committee, Regional Leadership Committee, and Diversity Collaborative Task Force.
- Supported our consultants, McKinley Advisors, in completing a series of 10 diversity listening sessions.

IN 2020



THE NUMBER OF
ARCHITECTS
ROSE TO NEARLY
122,000

NCARB's Marketing & Communications and Data and Innovation teams collaborated to release this year's edition of NCARB by the Numbers.

CUSTOMER RELATIONS

- Collaborated with four state boards and Council Relations to update requirements for licensure. Adjusted transmittal processes to include enhancements required to facilitate initial and reciprocal licensure requirements.
- Provided edits and feedback to PSI and the PSI Integration Project teams for the *PSI Proctor Guidelines*. The document will support PSI proctors in the online oversight of candidates taking the Architect Registration Examination® (ARE®).

DATA AND INNOVATION

- Led “Sunshine Sessions” with the Marketing & Communications and Customer Relations teams in the continued pursuit to emphasize learning and encourage experimentation.
- Incorporated Dun & Bradstreet data into current research allowing for new, deeper insights into the firms that participate in the Architectural Experience Program® (AXP®).
- Continued collaboration with Marketing & Communications on data preparation and analysis for the *Baseline on Belonging: Education Report*.
- Began development of an internal knowledge base resource that will support staff interacting with NCARB's various data assets.

EXAMINATION

- Participated in the Licensing Advisors Summit including facilitating a panel discussion on the ARE, providing updates on NCARB programs, and a workshop focused on data and diversity along the path to licensure.
- Launched enhancements to the whiteboard for all candidates. The new tools include undo and redo functions, as well as the ability to easily draw orthographic lines.
- Continued ongoing migration efforts to PSI, including finalizing the *PSI Proctor Guidelines*.
- Launched a PSI webpage specifically for candidates taking the ARE.
- In collaboration with Marketing & Communications, kicked off the Get to Know PSI campaign, which will assist candidates and provide ongoing updates as NCARB migrates from Prometric test centers to PSI test centers in early 2022.
- In collaboration with Council Relations and Customer Relations, hosted the first in a series of webinars for our Member Boards regarding the migration to PSI.
- Examination Committee kicked off their year and began discussions on charges related to the migration to PSI and the completion of a strategic blue-sky charge.
- Forms Assembly Subcommittee began quality assurance reviews of items to be included as part of the assembly of the forms that will launch with the migration to PSI.
- Item Development Subcommittee began authoring new items for the ARE. Individual item writers completed the first draft of items in collaboration with review from a workgroup coordinator.
- Case Study Subcommittee kicked off their year and reviewed the expected volunteer effort, which completes most of the work in the second half of the fiscal year.



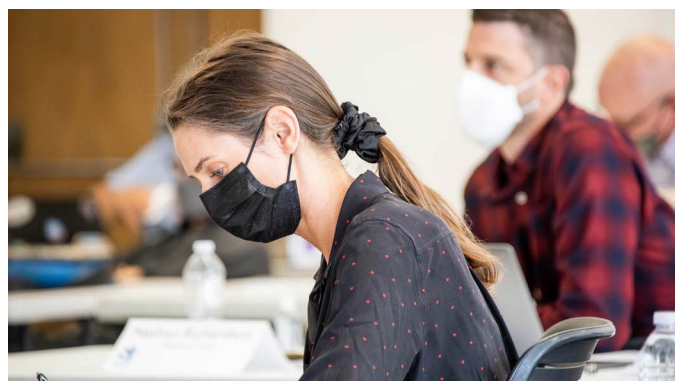
In August, NCARB began a campaign sharing more information about the upcoming migration to new test vendor PSI.

EXPERIENCE + EDUCATION

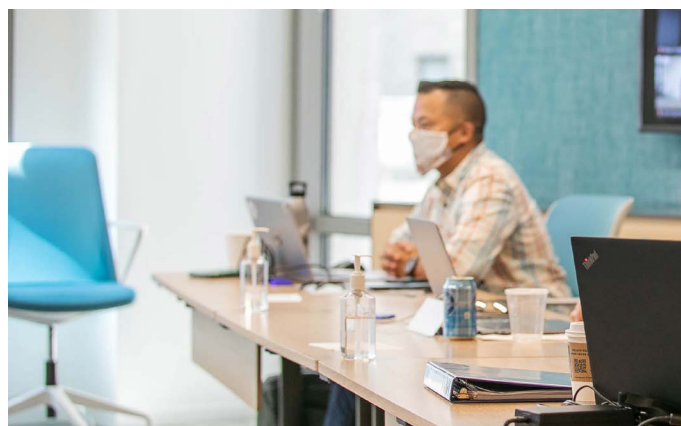
- Hosted the 2021 Licensing Advisors Summit on August 5-7. The summit, delivered in a hybrid format, welcomed 74 architect licensing advisors onsite in Miami and over 130 advisors virtually for the hybrid sessions. Advisors received training on NCARB programs and initiatives, navigating state and international options for licensure, building and empowering the next generation of architects, and best practices.
- Hosted the 2021 NCARB Scholars in Professional Practice program on August 12-14. The Scholars program, which switched to a hybrid format in the week before the program, welcomed 13 scholars in person at Cal Poly in San Luis Obispo, California, and four virtually. Scholars learned from experts in the field on topics related to teaching professional practice—including teaching methods and curriculum integration, ethical decision making, marketing and business development, professionals' legal obligations, licensure requirements, and more.
- Certification Alternatives Review Team (CART) training was held August 27-28. The two-day hybrid meeting included 10 evaluators in person at NCARB's Washington, DC, office and 14 evaluators virtually. NCARB's conference center was transformed into a socially distanced multi-media virtual learning center, complete with individual tables and mask requirements for all in-person attendees. The evaluators were trained on the requirements of the *2020 NCARB Education Standard* and its application to the requirements and evaluation of the NCARB Certificate Portfolio used to satisfy the Education Alternative for NCARB certification.
- Participated in the special meeting of the Asia-Pacific Economic Cooperation (APEC) Architect Central Council, held to share the transition from hybrid to virtual delivery of and proposed agendas for the International Conference of Architects (ICA) and the ninth APEC Architect Central Council Meeting (AACCM) scheduled for late October.

INFORMATION SYSTEMS

- Completed systems work on scheduling and rescheduling for accommodated candidates with regard to the PSI integration.
- Also completed the work on migration, scheduling, payment, rescheduling, and canceling for all candidate types.
- Currently updating and creating event-triggered emails for PSI scheduling.
- Strategizing redesign of My NCARB customer Record management system.



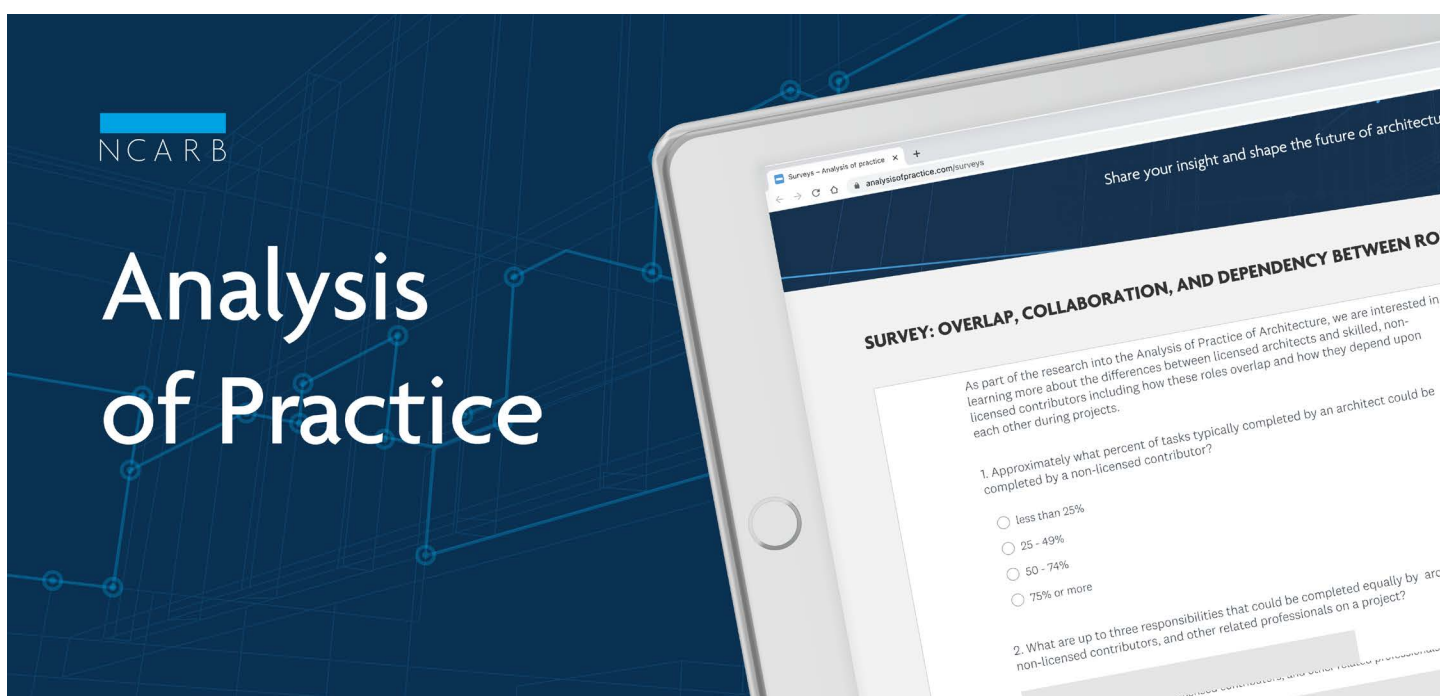
Scholars participate in workshops at the Scholars in Professional Practice program.



In-person and virtual attendees participate in the Certification Alternative Review Team (CART) training.

MARKETING & COMMUNICATIONS

- Released the full edition of this year's [NCARB by the Numbers](#), which includes new sections on COVID-19 and exam performance by demographics.
- Finalized onsite deliverables for the NCARB Scholars and LAS events.
- In collaboration with the Data Team, hosted a LAS workshop on diversity along the path to licensure. Also presented a similar workshop with the Business Improvement Team at the annual Council on Licensure, Enforcement & Regulation (CLEAR) conference.
- Launched and promoted the Analysis of Practice's first mini survey on "Overlap, Collaboration, and Dependency Between Roles." Additional surveys will be available at www.analysisofpractice.com/surveys.
- Continued to communicate updates about [enhanced ARE tools](#), as well as the 2022 migration from Prometric to PSI.
- Redesigned and published the [Certification Guidelines](#), which Member Boards approved updates to during the 2021 Annual Business Meeting.



Marketing & Communications team works to promote NCARB's Analysis of Practice.

In This Issue

[Analysis of Practice—Help Encourage Participation](#)

[ARE Updates](#)

[Licensing Advisors Summit](#)

[Advocacy & External Engagement](#)

[Town Hall Responses](#)

[Upcoming Events](#)

[Welcome New Members](#)

Analysis of Practice—Help Encourage Participation

NCARB has officially launched the Analysis of Practice—a comprehensive study that will explore the current practice of architecture, as well as what's on the horizon for the near future. Findings will shape how the regulation of architecture evolves. Over the next several months, we will also be reaching out to the Member Boards, architects, designers, educators, and emerging professionals behind the built environment to better understand their working life, how they collaborate with others, and where they see the profession going in the years ahead.

Who can participate?

We need our Member Boards to help to spread the word. To ensure accuracy, the Analysis of Practice needs input from as many individuals as possible—including architects and licensure candidates, as well as related professionals working alongside architects (landscape designers, engineers, etc.). We encourage you to share the link below with your colleagues, licensees, industry partners, and fellow Member Board Members across professions.

Share this link: www.analysisofpractice.com.

What is involved in participating?

By filling out the brief [online form](#), participants can sign up to receive online polls and take part in webinars, interviews, focus groups, and more. **Everyone who signs up will have the opportunity to take the profession-wide survey, which is expected to launch in early 2022.**

Why participate?

The profession is constantly evolving, and the path to licensure must evolve with it. To ensure our programs are aligned with modern architecture practice and continue to protect public health, safety, and welfare, NCARB regularly partners with researchers to conduct a comprehensive review of current practice. The previous study led to a restructuring of the Architectural Experience Program® (AXP®) and Architect Registration Examination® (ARE®).

To learn more about the Analysis of Practice, visit www.analysisofpractice.com. For questions, please reach out to Council Relations (council-relations@ncarb.org).

ARE Updates

Migration to PSI

Earlier this year, NCARB announced to Member Boards and candidates that we would be migrating the administration of the ARE from Prometric to PSI in early 2022. Candidates can schedule with Prometric through January 31, 2022, and we expect they will be able to start testing with PSI in February 2022. NCARB won't set an official launch date until we're sure all systems are ready, but candidates will receive at least three months' notice.

NCARB is switching to PSI to improve the examination experience. Candidates can expect more direct customer service, appointment availability, and a smoother test delivery with PSI. Plus, the exam will be offered at more PSI test centers than Prometric currently offers and provide more flexibility and less expensive rescheduling options.

In addition to the migration to PSI, NCARB has updates to our key study resources in the works—plus the development of an individual practice exam for each division. We'll also be launching an updated score report with the migration to PSI, providing more helpful feedback on failed divisions. Candidates may notice some improvements to the delivery of the exam once they migrate to PSI, but the content, item types, and structure of the exam are not changing.

Enhancements to the Calculator and Whiteboard

In an effort to continuously improve the tools available to ARE candidates, NCARB released enhancements to the exam whiteboard, which became available starting August 30. Candidates can test out the enhancements to the whiteboard through the ARE Demonstration Exam.

NCARB is also working on releasing a new calculator within the ARE software, which will include an enhanced interface, a history feature that will log all calculations, and improved memory functionality so candidates can store multiple values at the same time. NCARB originally rolled out the release of this calculator update on August 30, but has since reverted to the previous version due to calculation errors. We will make this update available to candidates as soon as possible.

Tech Issues

NCARB and our test delivery partners, Prometric and Zoomorphix, continue to address technical issues for both in-person and online exams. The overall proportion of candidates reporting tech issues is now 9 percent overall. Online tech issues have declined and are now being reported by 23 percent of candidates. All online test takers should utilize the free test run appointment that allows them to verify their online proctoring setup. A test run can be scheduled at no cost through their NCARB Record.

Over the past month, the majority of exam administrations (approximately 77 percent) were delivered at Prometric centers, while the remaining 23 percent were taken online. If a candidate experiences a technical issue, they should immediately notify their proctor and then contact NCARB within 15 days.

For questions, please reach out to Council Relations at council-relations@ncarb.org.

Licensing Advisors Summit

Thank you to all the attendees, virtual and in person, who joined us for the 2021 Licensing Advisors Summit on August 5-7. Through various workshops and best practice sessions, the summit provided attendees with the knowledge and tools needed to advise students, licensure candidates, and architects on how they can achieve their licensure and NCARB certification goals. We want to extend a special thank you to NCARB's President Alfred Vidaurri Jr., NCARB, NOMA, FAIA, and NCARB CEO Michael Armstrong, who presented this year's opening keynote "NCARB's Next 100 Years."

Advocacy & External Engagement

The Hill Op-ed

CEO Armstrong and American Society of Civil Engineers Executive Director Tom Smith recently authored an op-ed in The Hill titled "[How Licensing Reform Lost its Way](#)." They discuss the importance of reasonable regulation to protect the public, especially as Congress considers significant infrastructure legislation, and highlight recent attempts to deregulate standards. Finally, they emphasize the value of licensing and how lawmakers can best serve the interests of their constituents by "embracing smart policies and a balanced conversation around licensing." The article received significant traction on social media. Juan Williams, Fox News analyst, [tweeted about the op-ed](#) to more than 150,000 followers. Read the op-ed [online](#).

Volunteer Opportunities to Engage with the International Code Council

Thanks to our ongoing relationship with the International Code Council (ICC), we are pleased to offer you opportunities to engage in code- and standard-related initiatives offered by ICC.

International Organization for Standardization (ISO) Technical Committee

ICC is recruiting U.S. stakeholders to contribute to the international standardization activity for Technical Committee 59: Buildings and Civil Engineering Works. In addition, they are looking for individuals to focus on Subcommittee 19: Prefabricated Buildings. You can learn more about these opportunities by visiting [ICC's ISO/TC59 website](#). NCARB will fund your application to the Technical Advisor Group if you are interested.

Reimagining the ICC Performance Code

ICC is embarking on a process to rethink the [ICC Performance Code for Buildings and Facilities \(ICCPC\)](#), a code that was first developed in the 1996–2000 code cycle and has had very few revisions since. Over the next month, they will be holding a few small roundtable discussions with various professionals including architects. Participation will include a 60 to 90-minute discussion on how the profession and regulation sees moving forward performance-based design and codes. Participants in the roundtable discussions may have the opportunity to participate in later workgroups focused on updating the performance code. More details about this initiative are located on ICC's website.

If you are interested in volunteering for either of these opportunities, please contact council-relations@ncarb.org, and we will assist you in applying for these opportunities.

Town Hall Responses

NCARB has shared responses to the questions asked during the Annual Business Meeting Town Hall, including those answered live during the meeting and those that were not answered during the meeting. You can view the responses on the [Member Board Community](#).

Upcoming Events

Please be sure to mark your calendars for the upcoming events:

- **December 2-4, 2021:** FY22 Committee Summit
 - **March 3-5, 2022:** Member Board Executives (MBE) Workshop and Regional Summit
-

Welcome New Members

We would like to welcome the following new Member Board Members and Executives:

- **Stephanie Morales Ostasuc** joined the Colorado Board as their new architect member.
- **William Hoffman Jr.** joined the Colorado Board as their new engineer member.
- **Paul Wu** joined the Washington Board as their new architect member.
- **April Drake** joined the Virginia Board as their new architect member.

This publication is designed to provide timely updates on the actions and discussions of the NCARB Board of Directors immediately following meetings. Please remember that the information provided here may be confidential and will be indicated as such when necessary.

Executive Summary

President/Chair of the Board Alfred Vidaurri Jr., NCARB, NOMA, FAIA, convened the FY22 NCARB Board of Directors on September 23 – 25, 2021, in Colorado Springs, Colorado, for the first full meeting of the fiscal year. As promised during his speech at the June 2021 Annual Business Meeting, President Vidaurri led an agenda that included focus on two multi-year goals: initiating study and training on diversity, equity, and inclusion (DEI) within NCARB's volunteer community; and exploring future licensing models. This generative work comprised a large segment of the September agenda, as did a discussion regarding the regulatory elements governing the credentialing of architects and interior designers.

In addition, the Board moved elections policy away from Board purview and approved funding adjustments to the current budget. President Vidaurri; Treasurer Kenneth R. Van Tine, AIA, NCARB, LEED AP; and CEO Michael Armstrong reported on current activities, and Past President Robert M. Calvani, FAIA, NCARB, reported on a historical analysis of Board-generated expenses.

Preceding the Board meeting, the Executive Committee met to discuss financial outcomes for the fiscal year that ended on June 30, 2021, and the status of the new fiscal budget through August; conducted a review of the Council's FY21 Opportunity & Risk Study to prepare for an update during the current fiscal year; and provided guidance for an engagement with the Council's investment advisors during the January 2022 Board of Directors meeting.

Diversity, Equity, and Inclusion

President Vidaurri introduced two consultants who would be supporting the Board's DEI efforts in the coming year: Emily Holthaus, Managing Director of Diversity, Equity, and Inclusion for Nonprofit HR; and, Jon Hockman, Principal at McKinley Advisors (NCARB's governance consulting firm). Holthaus and Hockman jointly facilitated a half-day session of DEI training and introduced high-level outcomes from Member Board focus groups.

Sharing the findings from individual interviews conducted with each Board member prior to the Board meeting, Holthaus led the Board through an exploration of DEI concepts, unintentional biases, shared views, and personal experiences. Holthaus also shared the importance of the Board's role in advancing DEI within the NCARB volunteer community by setting the tone for involvement and direction. Holthaus will continue this work at each subsequent Board meeting throughout the fiscal year.

Hockman, whose team facilitated 10 listening sessions with Member Board Members in advance of the Board meeting, introduced high-level findings from those sessions. The Board of Directors is scheduling an additional session with Hockman and Holthaus to explore these findings in greater detail.

In addition to serving as consultants for the Board of Directors, both Holthaus and Hockman will be retained as consultants for the Diversity Collaborative Task Force over the coming year. Additional stakeholders are being identified to also engage with Holthaus and Hockman.

President Vidaurri also asked the Board to focus on volunteer nominations for service through the DEI lens. Each year, NCARB provides nominations for vacant seats on the Board of Directors for the National Architectural Accrediting Board (NAAB), dedicated to NCARB nominees specifically and as part of the nominating process for at-large public members. President Vidaurri facilitated a conversation about ensuring that NCARB offers a diverse slate of nominations. He also referenced a recent conversation with former NCARB President David L. Hoffman, FAIA, NCARB, Hon. FCARM, who was recently selected as NAAB president-elect. Hoffman indicated a special challenge for the NAAB is finding public members to fill two seats on their board. Historically, the NAAB has asked for the four collateral investor organizations to submit their NAAB board nominations in March.

Exploring Competency

Vidaurri introduced the Council's multi-year goal of future licensing models, explaining that the current year will include the Board's blue-sky exploration of competency requirements, assessments, and opportunities along the pathways to licensure. Throughout the year, the Board will receive data and findings from the Analysis of Practice, input from the Incidental Practice and Responsible Charge task forces, and outcomes from brainstorming exercises being conducted by the Education, Experience, and Examination committees. Further, continued work on the *Baseline on Belonging* project, conducted in collaboration with the National Organization of Minority Architects (NOMA), and internal Fairness in Licensure project research will inform ongoing efforts with the possibility of revealing unintended consequences and opportunities within the licensure path.

As part of this effort, the Board participated in several exercises, facilitated by NCARB Vice President of Experience + Education Harry M. Falconer Jr., FAIA, NCARB, HonD, Hon. FCARM; and NCARB Vice President of Examination Jared Zurn, AIA, NCARB, CAE, which were designed to understand personal experiences and interactions within the profession providing insight into individual views of competency and licensure both today and in the future.

Interior Design

The Board explored the relationship between architecture and interior design credentialing from multiple perspectives, beginning with a robust discussion on findings from a joint study conducted by NCARB and the Council for Interior Design Qualification (CIDQ), comparing required competencies and examination objectives for the credentials offered by both organizations. The basis of the study was a comparison of the most recent practice analyses conducted by each organization. The report suggests areas of strong similarity in competency expectations and examination objectives articulated by both organizations but does not suggest that the expertise or services provided to the public are interchangeable. The report will be released later this fall.

A second perspective was addressed by NCARB Assistant Vice President of Advocacy & External Engagement Maurice Brown, who reviewed statistics on the U.S. regulation of interior design, showing 30 U.S. jurisdictions regulating interior design in some form.

This includes 15 multi-discipline Member Boards sharing both architecture and interior design, and five jurisdictions that specifically license interior designers. Brown also shared data on recent interior design legislation including a new law in North Carolina that established voluntary registration of “Registered Interior Designers” and evolved the former North Carolina Board of Architecture into a multi-disciplinary Board of Architecture and Registered Interior Designers.

Cathe Evans, the North Carolina Member Board Executive (MBE) also serving as MBE Director for the NCARB Board of Directors, led the legislative drafting process by facilitating collaboration among the North Carolina Board, the North Carolina chapter of AIA, and interior design professionals, among others. Evans reported on the value and professionalism of this effort, noting a common commitment to protect the public as well as the collaborative process to develop the legislation and the joint board. She noted that any such process is imperfect, and that work on adjusting some of the adopted language is underway.

The Board hosted an engagement with incoming CIDQ President-elect Scott MacMeekin, Past President Caren Martin, Directors Erin Jennings and Jessie Shappell, and CEO Thom Banks, Hon. FASID, Hon. Member IDC, in conversations including the above-referenced joint NCARB/CIDQ study, the CIDQ exam development process (which mirrors the NCARB process), and current opportunities for collaboration between the two organizations. An additional collaboration forum exists as CIDQ and NCARB, along with the National Council of Examiners for Engineering and Surveying (NCEES) and the Council of Landscape Architectural Registration Boards (CLARB), constitute the members of the Inter-organizational Council on Regulation (ICOR).

Fiduciary Actions

The Board regularly reviews its portfolio of Board policies, ensuring that all policies are reviewed at least once every three years. At this meeting, the Board approved a recommendation from Secretary Edward T. Marley, NCARB, AIA, LEED AP, to sunset the existing Board of Directors’ “Policy on Elections.” This action to sunset the policy was recommended as conforming to best nonprofit governance by recognizing that the election process is now overseen by the Credentials Committee in accordance with the *NCARB Bylaws* and the *Guidelines for Voting*. The *Guidelines for Voting* will be updated by the Credentials Committee to reflect this decision and will be released to membership later this fiscal year.

A “rolling budget” philosophy was adopted by the Board in FY21, encouraging budget amendments throughout the year to take advantage of new opportunities in real time. The Board made the following changes to the FY22 budget:

- Approved \$120K from the Strategic Reserve Fund for an accessibility audit of all NCARB websites and client-facing proprietary systems as well as an internal systems development library. This audit is a professional evaluation of how well systems meet the needs of people with disabilities. Once determined compliant, each system will carry a certification reporting compliance with established standards to ensure that people with disabilities have comparable access to information and communication technology. Ongoing compliance will be monitored annually.
- Approved application of Strategic Reserve Funds rather than operating funds for the costs of strategic task forces and work groups. For FY22, this adjustment of expenses amounts to \$154K for the work of the Incidental Practice and Responsible Charge task forces.

Reports

President Vidaurri updated the Board on the following activities that have occurred since the June 2021 Annual Business Meeting.

- 2021 Licensing Advisors Summit | Miami, Florida | August 5-7
 - ◊ Hosted by NCARB every other year, this conference serves the Architect Licensing Advisors Community of architects, licensure candidates, educators, and students from around the country who help candidates navigate the path to licensure. This event also includes essential training and best-practice networking opportunities, as well as several sessions supporting the professional practice community.
 - ◊ President Vidaurri and CEO Armstrong delivered a keynote session. First Vice President/President-elect Bayliss Ward, NCARB, AIA, also attended the conference as did Region 4 Director John P. Rademacher, AIA, NCARB, who attended virtually. Interaction with attendees by NCARB representatives indicates a high level of enthusiasm to acquire knowledge regarding NCARB's programs and a need for further community building across the various licensing advisor interest groups.
- NCARB Scholars in Professional Practice | San Luis Obispo, California | August 12-14
 - ◊ This year, NCARB held the third annual Scholars in Professional Practice training event for educators to enhance the delivery of professional practice courses.
 - ◊ Past President Calvani attended with CEO Armstrong and reported that attendees heard from experts and peers regarding best practices, teaching strategies, and the current and near-future path to licensure. Other topics included ethical decision-making, marketing and business development, professionals' legal responsibilities, leadership models, and current licensure programs and requirements.
- International Code Council (ICC) Annual Conference | Pittsburgh, Pennsylvania | September 19-26
 - ◊ The ICC continues to be a partner in protecting the public through rigorous building codes and standards.
 - ◊ Region 4 Director Rademacher and NCARB staff represented NCARB at this conference. Rademacher reported on key engagement opportunities and ICC interest in assessing where architects could serve on ICC committees. NCARB plans to introduce ICC volunteer opportunities to its volunteer community.
- Other external engagements for President Vidaurri included:
 - ◊ Sharing career advice with college students during the American Institute of Architecture Students (AIAS) Grassroots Conference.
 - ◊ Attending the Union Internationale des Architectes (UIA) World Congress of Architects Conference.
 - ◊ Attending a virtual meeting of the CIDQ board of directors, joined by CEO Armstrong.
 - ◊ Being interviewed by *Texas Architect* magazine about his goals for the organization, specific to exploring potential licensure models and strengthening NCARB's DEI focus.
 - ◊ Attending a meeting with Texas Society of Architects (state AIA component) staff and volunteers and a virtual engagement with AIA Austin.
 - ◊ Holding a virtual town hall conversation with NCARB staff, joined by President-elect Ward.

Treasurer Van Tine reported that he will be engaging with the investment advisors to prepare for a Board engagement in January 2022. Unaudited financial statements for the fiscal year that ended on June 30, 2021, were provided to the Board in advance of the meeting. The annual financial audit is underway with audited statements due later this fall.

Past President Calvani shared a historical analysis of costs related to Board of Director and Executive Committee meetings. FY21 marked the tenth year in a row that costs have remained below a 2003, inflation-adjusted benchmark, although costs for FY20 and FY21 were abnormally low due to the pandemic.

CEO Armstrong updated the Board on recent activities by Council staff including:

- Preparation for the migration to new Architect Registration Examination® (ARE®) vendor PSI, including ongoing communications to candidates and Member Boards, internal testing of the new systems getting underway in October, and the upcoming announcement of the official early 2022 launch date in November.
- Current Integrated Path to Architectural Licensure (IPAL) statistics referencing participating academic programs:
 - ◊ The new total is 28 IPAL programs (6 B.Arch. and 22 M.Arch.) at 24 schools across the country.
 - ◊ Two schools were accepted by NCARB into the IPAL program in the last three months:
 - Dunwoody College of Technology in Minneapolis, Minnesota; and
 - Texas A&M University in College Station, Texas.
 - These are the first programs to offer an IPAL option in their respective states.
 - ◊ Over 600 enrolled IPAL students were reported between June 2020 – May 2021, up about 33 percent from data through May 2019.
- Planning is underway for 10 Member Board visits by CEO and staff, mostly virtual, through spring 2022.
- Recent engagements include a meeting of CEOs from the Alliance for Responsible Professional Licensing (ARPL), a leadership conference and annual governance meeting of the Federation of Associations of Regulatory Boards (FARB), and meetings with AIA Chicago and the Texas Society of Architects.
- Upcoming engagements include an ICOR staff-to-staff meeting preceding the leadership meeting planned for January 2022, a FARB Regulatory Law Seminar, and annual conferences for CLARB and NOMA.
- A legislative update emphasizing a continued vigilance regarding over-reaching “universal licensure” legislation and ongoing concerns regarding anti-licensure initiatives from governors and legislators.
- Staff DEI activities recently completed or underway include:
 - ◊ Salary adjustments based on an external study of equitable and market-competitive staff compensation;
 - ◊ The release of ARE pass rate performance by demographic categories;
 - ◊ The Fairness in Licensure initiative reviewing content and design of NCARB programs;
 - ◊ The ongoing release of reports in the joint NCARB/NOMA *Baseline on Belonging* survey and assessment of impediments along the licensure path;

- ◇ The progress of an internal staff team initiative to prepare an action plan to establish ongoing focus on policies, programs, and people through a DEI lens; and
- ◇ Making existing K-12 resources offered by all the architectural collaterals more accessible to a broader audience through translation into French and Spanish.
- Falconer provided an update on international activities including:
 - ◇ Negotiations on a draft U.S./U.K. Mutual Recognition Arrangement for likely consideration at the 2022 Annual Business Meeting;
 - ◇ Engagements with the UIA Professional Practice Commission, which manages the UIA *Accord on International Standards of Professionalism in Architectural Practice*, an accord intended to guide the global mobility of architects, and the UIA Education Commission, which acts as a think tank for international architectural education policy;
 - ◇ The Asia-Pacific Economic Cooperation (APEC), which serves to facilitate the mobility of architects in the APEC region; and
 - ◇ A study of international paths to licensure to inform the Board's work on reviewing competency measurement and future licensing models.
- NCARB Vice President of Marketing & Communications Andy McIntyre provided an update on Analysis of Practice activities including a report of completed and upcoming research. Upcoming stakeholder engagements will include Member Boards, NOMA, AIA components, and committees, as well as ongoing mini surveys and social media content for a wider audience.

In This Issue: More information about the migration to PSI, exam calculator updates, Prometric's mask policy, and NCARB's progress addressing technical issues.



Migration to PSI

Starting in early 2022, you can take the Architect Registration Examination® (ARE®) through our new exam delivery partner, PSI. PSI will replace Prometric for both in-person and online testing.

The ARE's content and structure are not changing. However, there are several key updates that candidates should be prepared for when the ARE migrates to PSI. These include new test center locations, enhanced online technical support and proctoring, improved score reports and study resources, and a more flexible scheduling and rescheduling process.

Throughout the fall, we will continue to share regular updates on the migration to PSI, so make sure to check [our blog](#) for the most up-to-date information.

[Learn More](#)



Exam Calculator Update

In late August, NCARB rolled out a new exam calculator, replacing the traditional calculator that has been in use since 2016.

Following the launch of the new calculator, a software bug was identified with the tool causing NCARB to immediately roll back the new calculator. While we address the issue with our exam delivery vendor, we have reverted to the traditional calculator on both the demo and live exams. The traditional calculator continues to provide the functionality to solve all calculation items on the ARE and will remain in place until further notice.



Masks Continue to Be Required at Prometric Test Centers

Prometric continues to require all individuals at their testing centers to wear an approved face covering for the duration of their time at the location, including test takers and test center staff. This provision will remain in force, even in jurisdictions that have recently adopted less rigorous COVID-19 policies. If you are not in compliance with this policy, you will not be allowed to sit for your scheduled appointment, will be marked as a no-show for the appointment, and will not receive a refund.

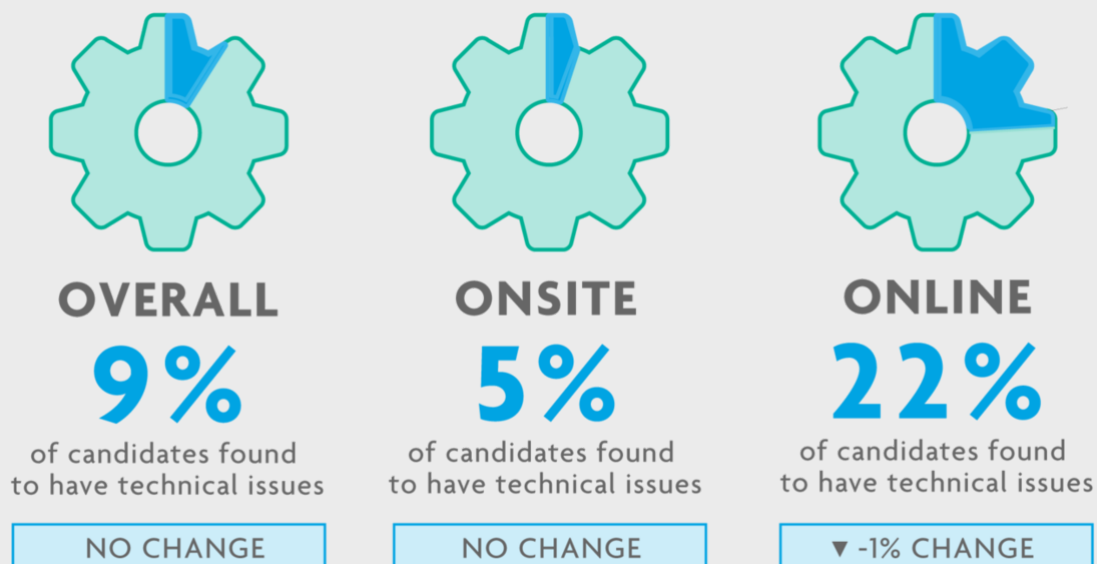
Prometric's COVID-19 policies shall remain in effect until further notice. Learn more about [Prometric's requirements](#).

Update on Technical Issues

NCARB and our test delivery partners, Prometric and Zoomorphix, continue to address technical issues for both in-person and online exams. The overall proportion of candidates reporting tech issues held steady at 9 percent. Online tech issues have declined and are now being reported by 22 percent of candidates.

The majority of technical issues for online testers are caused by short lapses in internet connectivity from an online tester's service provider, which results in Prometric halting the exam delivery until a new internet connection is established. You can decrease the likelihood of a potential need to restart by ensuring your internet service can support a consistent stable connection throughout the duration of your examination appointment. If you are testing online, be sure to follow all recommended guidance—including disabling all antivirus and internet security applications—prior to launching your ARE appointment. [Learn more about the dos and don'ts for taking ARE 5.0 online.](#)

All online test takers should complete a free [test run](#) appointment that allows you to verify your online proctoring setup, including your testing environment, meets the necessary Prometric requirements. A test run can be scheduled at no cost through your NCARB Record.



We're continuing quality assurance reviews of both Zoomorphix and Prometric updates that should improve the overall performance of the ARE and will be deployed this fall. The majority of exam administrations (approximately 81 percent) continue to be delivered at Prometric centers, while the remaining 19 percent were taken online.

If you experience a technical issue, immediately notify your proctor and then [contact NCARB](#) within 15 days. Remember, if you're unable to complete the exam due to a major technical issue, we will work with you to reschedule the division at no cost.

National Council of Architectural Registration Boards

1401 H Street NW Suite 500

Washington, DC, 20005



Share this email:



[Manage](#) your preferences | [Opt out](#) using TrueRemove™

Got this as a forward? [Sign up](#) to receive our future emails.

View this email [online](#).

1401 H Street NW Suite 500

Washington, DC | 20005 United States

This email was sent to chilton@ncarb.org.

To continue receiving our emails, add us to your address book.

emma®

A Guide to this Report:

Three years are included for each chart to account for 2020 being substantially different from "normal" historical patterns.

The first page has line charts representing month by month figures for your jurisdiction, *giving you a sense of the overall trends*. The darkest blue line is current year, the medium blue is 2020 and the lightest line is 2019. The quantity for the most recent month is labeled in each.

The second page has the same data, represented as a table so that you can see the exact values for each month in each year for reference. If no data shows for a given month, there were no instances of the activity in that period for your jurisdiction.

Exam Candidates

The total number of licensure candidates who have open eligibilities for testing in your jurisdiction

NCARB Record Holders

The total number of NCARB record holders who have a current, verified license on file for your jurisdiction

Exams Taken

The total number of exam divisions administered to candidates testing in your jurisdiction. Both test center and online proctored exams are included. Any invalidated exams are excluded.

Candidates Completing Core Requirements

The total number of candidates who have now completed both the experience and examination requirements for licensure. Candidates appear in the month of the second program completion, e.g. if a candidate completed the AXP in April of 2019 and the ARE in June of 2020, they would appear in June of 2021 only.

Initial Transmittals

The total number of initial licensure request transmittals sent to your jurisdiction in the given month. Any cancelled transmittals are excluded.

Reciprocal Transmittals

The total number of reciprocal licensure request transmittals sent to your jurisdiction in the given month. Any cancelled transmittals are excluded.

New NCARB Records Opened

The total number of NCARB records opened in the given month if the record holder is either testing in your jurisdiction, has a verified license in your jurisdiction or resides in your jurisdiction.

NCARB Records Renewed

The total number of NCARB records renewed in the given month if the record holder is either testing in your jurisdiction, has a verified license in your jurisdiction or resides in your jurisdiction.

November 2021 NCARB Data for Alaska

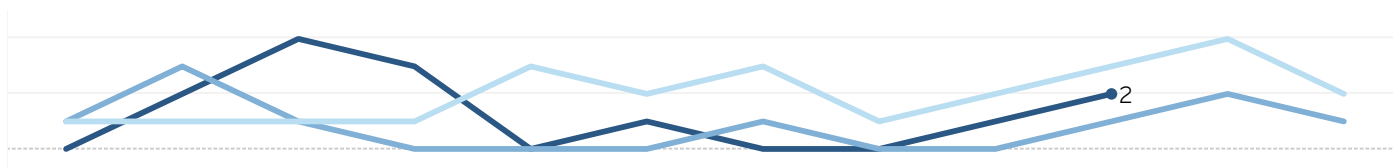
Exam Candidates

17

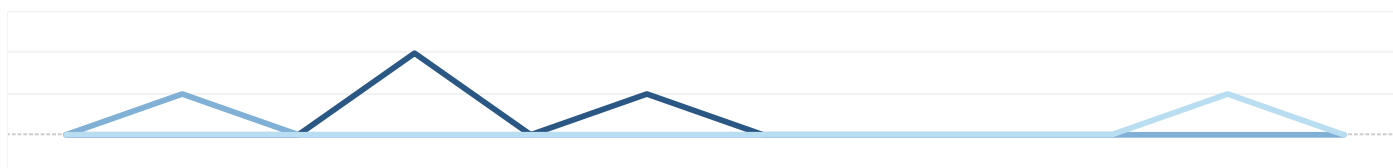
NCARB Record Holders

299

Exam Divisions Taken



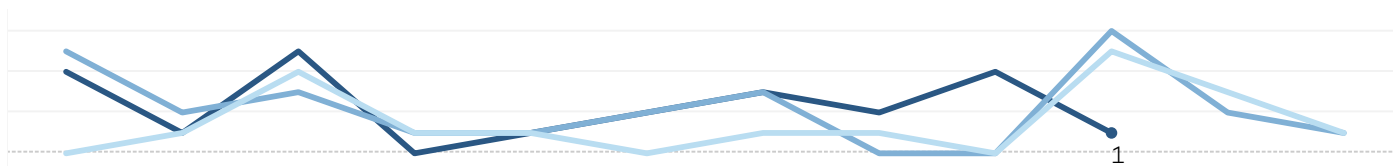
Candidates Completing Core Requirements



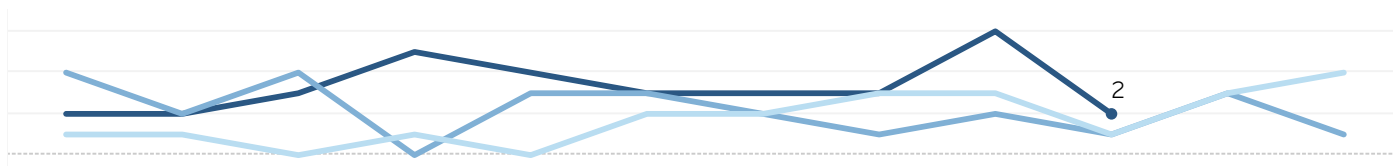
Initial Transmittal Requests



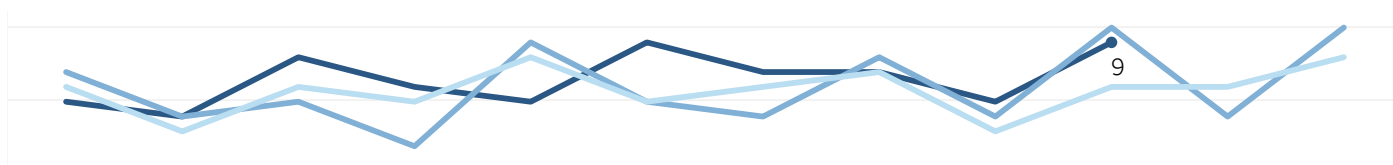
Reciprocal Transmittal Requests



New NCARB Records Opened



NCARB Records Renewed



November 2021 NCARB Data for Alaska

Exam Candidates

17

NCARB Record Holders

299

Exam Divisions Taken

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	1	1	1	1	3	2	3	1	2	3	4	2
2020	1	3	1				1			1	2	1
2021		2	4	3		1			1	2		

Candidates Completing Core Requirements

2019											1	
2020		1										
2021				2		1						

Initial Transmittal Requests

2019	1								1			
2020	1			1					1			
2021				2			1					

Reciprocal Transmittal Requests

2019		1	4	1	1		1	1		5	3	1
2020	5	2	3	1	1	2	3			6	2	1
2021	4	1	5		1	2	3	2	4	1		

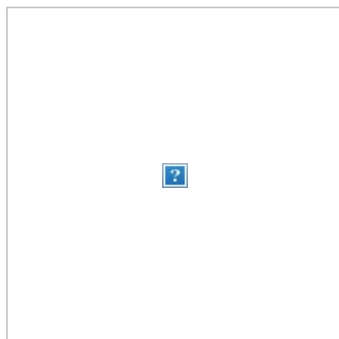
New NCARB Records Opened

2019	1	1		1		2	2	3	3	1	3	4
2020	4	2	4		3	3	2	1	2	1	3	1
2021	2	2	3	5	4	3	3	3	6	2		

NCARB Records Renewed

2019	6	3	6	5	8	5	6	7	3	6	6	8
2020	7	4	5	2	9	5	4	8	4	10	4	10
2021	5	4	8	6	5	9	7	7	5	9		

From: [NCEES](#)
To: [Neal, Sara J \(CED\)](#)
Subject: Summary of Actions at the 2021 NCEES Annual Meeting
Date: Monday, September 20, 2021 11:27:27 AM



Summary of Actions at the 2021 NCEES Annual Meeting

The Council took the following actions at the NCEES annual meeting business session held virtually on September 15, 2021. All motions referenced are found in the 2021 *Action Items and Conference Reports*, which is available for download from the Member Resources section of the NCEES website (ncees.org/resources), under Board Resources/Annual Meeting. Complete information on the motions will be published in the official meeting minutes.

Consent Agenda

NCEES member boards removed six items from the published consent agenda for separate consideration with the committee reports. Additionally, the Advisory Committee on Council Activities withdrew ACCA Motion 3, which was included in the published consent agenda, for further consideration in 2021–22.

The remaining items, shown here, passed on the consent agenda (Vote: 68 for–0 against–1 abstention).

- President-Elect

..... Motion 2

- Committee on Finances

Motions 1–6

- Advisory Committee on Council Activities

..... Motions 1, 5

- Committee on Education

..... Motions

2, 5–6

- Committee on Examination Policy and Procedures

..... Motions 1–19

- Committee on Uniform Procedures and Legislative Guidelines

Motions 1–2

- Fire Protection Task Force

.....
Motion 1

- Public Outreach Task Force

.....
Motion 1

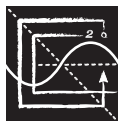
Officer Elections

The Council elected Christopher Duhamel, P.E., P.L.S., of Rhode Island, 2021–22 president-elect. He will serve as NCEES president in 2022–23.

Committee and Board of Directors Motions

- Advisory Committee on Council Activities—Motion 2: Removed from consent agenda and passed (45–22–2); Motion 4: Failed (26–42–1)
- Committee on Education—Motion 1: Removed from consent agenda and passed (60–7–2); Motion 3: Removed from consent agenda and passed as amended (52–14–3); Motion 4: Removed from consent agenda and passed as amended (66–2–1)
- Committee on Examination Policy and Procedures—Motion 20: Removed from consent agenda and passed (42–26–1)
- Committee on Uniform Procedures and Legislative Guidelines—Motion 3: Removed from consent agenda and passed as amended (66–2–1); Motion 4: passed as amended (50–17–2)
- Board of Directors—Motion 1: Passed (62–5–2)
- Committee on Finances—Budget Motion: Passed (67–0–2)

[Unsubscribe](#)



NCEES

advancing licensure for
engineers and surveyors

200 Verdae Boulevard Greenville, SC 29607 T: 800-250-3196 F: 864-654-6033 NCEES.ORG

NEWS RELEASE

September 16, 2021

Contact: Nina Norris

Chief Communications Officer

nnorris@ncees.org

Robertson begins term as NCEES president

Brian Robertson, P.E., began his term as 2021–22 NCEES president at the conclusion of the organization's 100th annual meeting held virtually September 15, 2021.

A resident of Wellington, Colorado, Robertson has served as a member of the Colorado State Board of Licensure for Architects, Professional Engineers, and Professional Land Surveyors since 2014. He replaces outgoing president Christopher Knotts, P.E., of Louisiana, who will remain on the NCEES board of directors as immediate past president.

At the annual meeting, Council delegates elected Christopher Duhamel, P.E., P.L.S., president-elect for the 2021–22 term. He will serve as NCEES president in 2022–23.

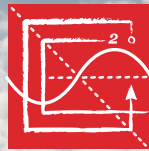
NCEES welcomed Thomas Orisich, P.L.S., of Maryland, and Andrew Zoutewelle, P.L.S., of North Carolina to its board of directors as well. Orisich will serve a two-year term as vice president of the Northeast Zone, and Zoutewelle will serve a two-year term as vice president of the Southern Zone.

Rounding out the board of directors are three members serving second years of their terms. Paul Tyrell, P.E., P.L.S., of Massachusetts, returns as treasurer. Scott Bishop, P.S., of Utah, and Michael Drewyor, P.E., P.S., of Michigan return as vice presidents of the Western Zone and Central Zone, respectively.

ABOUT NCEES

The National Council of Examiners for Engineering and Surveying is a nonprofit organization made up of engineering and surveying licensing boards from all U.S. states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Since its founding in 1920, NCEES has been committed to advancing licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the U.S. public.

NCEES helps its member licensing boards carry out their duties to regulate the professions of engineering and surveying. It develops best-practice models for state licensure laws and regulations and promotes uniformity among the states. It develops and administers the exams used for engineering and surveying licensure throughout the country. It also provides services to help licensed engineers and surveyors practice their professions in other U.S. states and territories. For more information, please visit ncees.org.



NCEES

100th Annual Meeting

September 15, 2021



Action Items and Conference Reports

Action Items and Conference Reports
100th NCEES Annual Meeting
September 15, 2021
Noon–6:00 p.m. EDT

Vision

The vision of NCEES is to provide leadership in professional licensure of engineers and surveyors through excellence in uniform laws, licensing standards, and professional ethics in order to safeguard the health, safety, and welfare of the public and to shape the future of professional licensure.

Mission

The mission of NCEES is to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public.

This mission is supported through its member boards, board of directors, staff, board administrators, and volunteers by:

- Providing outstanding nationally normed examinations for engineers and surveyors
- Providing uniform model laws and model rules for adoption by the member boards
- Promoting professional ethics among all engineers and surveyors
- Coordinating with domestic and international organizations to advance licensure of all engineers and surveyors



Introduction

In 1920, the organization now known as NCEES held its first meeting in Chicago. The member boards in attendance drafted the Council's first constitution, which legally constituted it as a "permanent organization ... to carry out as far as may be practical, a uniformity of practice in examination and registration of engineers." Since then, our member boards have met in person each year at the annual business meeting to conduct Council business. While the structure and content of the meetings have varied over the last century, the focus has remained the same: to decide issues vital to engineering and surveying licensure in order to safeguard the health, safety, and welfare of the public.

Last year, we celebrated the centennial of our organization's founding. Because of COVID-19, the annual meeting was held virtually to conduct essential business. We had planned to celebrate our 100th annual meeting in New Orleans August 19–20. Once again, we had to move to a virtual meeting in response to COVID-19. But we are thankful that we can meet virtually to continue the work of the Council.

This publication includes all officer, committee, and task force reports from the 2020–21 fiscal year, along with the motions that will be presented for Council vote at the annual meeting. The proposed 2021–22 capital and operating budgets are also included. The committees and task force spent many hours addressing their charges, and we thank them for their dedicated work, especially since it was done virtually due to the pandemic.

We encourage all member boards to review the motions resulting from the work of the committees and task forces so that your board can decide on its vote before the annual meeting. In addition to the committee and task force reports and motions in this publication, there are other resources available on MyNCEES/Board Resources that can help you prepare for the annual meeting, including committee and task force video podcasts and State of the Council presentations.

Finally, please contact NCEES if you have any questions about committee reports or motions so we can respond before the annual meeting.

Sincerely,



B. David Cox
NCEES Chief Executive Officer

Annual Meeting Business Agenda

NCEES President Christopher Knotts, P.E., presiding

Call to order

Welcome

Introduction of NCEES 2020–21 board of directors

Quorum report

Officer reports

- President
 - Recognition of committee and task force chairs
 - Award winner recognition
- President-elect
 - Actions taken by the board of directors
 - Nominations for president-elect
 - Practice motions
- Treasurer
- Chief executive officer
 - Speeches from nominees for 2021–22 president elect (if election is contested)

Zone meetings (vice president reports)

Break

Election of 2021–22 president-elect

Consent agenda (includes the 2020 annual meeting minutes)

Motions

- Advisory Committee on Council Activities (2 motions)
- Committee on Education (3 motions)
- Committee on Examination Policy and Procedures (1 motion)
- Committee on Uniform Procedures and Legislative Guidelines (2 motions)
- Board of directors (1 motion)
- Committee on Finances—approval of 2021–22 budgets (1 motion)

Introduction of 2021–22 NCEES officers

Vision for next year from 2021–22 president

Invitation to the 2022 annual meeting

Consent Agenda

The board of directors proposed consent items to be ratified with a single motion (as noted in the table below). Council delegates were asked to approve the individual motions on the consent agenda by 5:00 EDT on September 1, 2021. Member boards requested the removal of the following motions. These motions have been returned to the non-consent agenda for separate consideration and action by the Council.

- ACCA Motion 2
- Education Motions 1, 3–4
- EPP Motion 20
- UPLG Motion 3

Additionally, the Advisory Committee on Council Activities removed ACCA Motion 3 from the meeting docket for further consideration in 2021–22.

The following motions are included in the final consent agenda.

- President-elect Motion 2
- Finance Motions 1–6
- ACCA Motions 1, 5
- Education Motions 2, 5–6
- EPP Motions 1–19
- UPLG Motions 1–2
- Fire Protection Motion 1
- Public Outreach Motion 1

Board of Directors' Positions on All Motions

Motion number	Topic	Board of directors' position	Consent agenda	Page numbers
President-elect 2	Approve 2020 annual meeting minutes	Endorses	Yes	15
Finance 1	Amend Financial Policy 8	Endorses	Yes	35
Finance 2	Amend Financial Policy 3B	Endorses	Yes	35
Finance 3	Amend Financial Policy 5	Endorses	Yes	36
Finance 4–5	Postpone adoption of budgets until end of last business session	Endorses	Yes	36
Finance 6	Amend Financial Policy 1D	Endorses	Yes	37
ACCA 1	Adopt Administrative Policy 19	Endorses	Yes	49
ACCA 2	Charge Bylaws Committee with amending <i>Bylaws</i> 3.021 and 3.022	Endorses	Yes	49
ACCA 3	Charge appropriate committee with amending Exam Administration Policy 8	Endorses	Yes	50
ACCA 4	Charge Bylaws Committee with amending <i>Bylaws</i> for president-elect to appoint a past president as an additional member to each committee/task force	Does not endorse	No	51
ACCA 5	Charge Bylaws Committee with amending <i>Bylaws</i> 7.02	Endorses	Yes	52

Motion number	Topic	Board of directors' position	Consent agenda	Page numbers
Education 1	Charge UPLG Committee with amending <i>Model Rules</i> 240.30 C	Endorses	Yes	57
Education 2	Charge UPLG Committee with amending <i>Model Rules</i> 240.30 E	Endorses	Yes	58
Education 3	Amend Position Statement 7	Endorses	Yes	58
Education 4	Amend Position Statement 13	Endorses	Yes	59
Education 5	Charge UPLG Committee with amending <i>Model Rules</i> 240.30 D	Endorses	Yes	60
Education 6	Amend Exam Administration Policy 5 and Position Statement 15	Endorses	Yes	61
EPP 1	Amend Exam Development Policy 1	Endorses	Yes	65
EPP 2	Amend Exam Development Policy 3	Endorses	Yes	66
EPP 3	Amend Exam Development Policy 3B, Exam Development Policy 15B, and Exam Administration Policy 8E	Endorses	Yes	67
EPP 4	Delete Exam Development Policy 4	Endorses	Yes	68
EPP 5	Amend Exam Development Policy 5	Endorses	Yes	69
EPP 6	Amend Exam Development Policy 6	Endorses	Yes	69
EPP 7	Amend Exam Development Policy 8	Endorses	Yes	70
EPP 8	Amend Exam Development Policy 10	Endorses	Yes	72
EPP 9	Amend Exam Development Policy 11	Endorses	Yes	72
EPP 10	Amend Exam Development Policy 13	Endorses	Yes	73
EPP 11	Amend Exam Development Policy 16	Endorses	Yes	74
EPP 12	Amend Exam Development Policy 17	Endorses	Yes	74
EPP 13	Amend Exam Administration Policy 1	Endorses	Yes	75
EPP 14	Amend Exam Administration Policy 4	Endorses	Yes	76
EPP 15	Amend Exam Administration Policy 5	Endorses	Yes	76
EPP 16	Amend Exam Administration Policy 8, Exam Administration Policy 5B, and Exam Development Policy 15 C and D	Endorses	Yes	77
EPP 17	Amend Exam Administration Policy 10	Endorses	Yes	79
EPP 18	Amend Exam Administration Policy 12	Endorses	Yes	80
EPP 19	Amend Exam Administration Policy 13	Endorses	Yes	80
EPP 20	Adopt Exam Administration Policy 5E	Endorses	Yes	81
UPLG 1	Amend <i>Model Law</i> 140.20 D	Endorses	Yes	85
UPLG 2	Amend <i>Model Rules</i> 240.30 B	Endorses	Yes	86
UPLG 3	Amend <i>Model Rules</i> 240.30 C and E	Endorses	Yes	87
UPLG 4	Amend <i>Model Law</i> 130.10 C	Endorses	No	88

Motion number	Topic	Board of directors' position	Consent agenda	Page numbers
Fire Protection Task Force 1	Replace current Position Statement 22 with new language	Endorses	Yes	90
Public Outreach Task Force 1	Establish and charge a committee/ staff with developing a format for a group of young engineers and surveyors that can provide insight to the Council	Endorses	Yes	92
Board of directors	Charge Bylaws Committee with amending <i>Bylaws</i> 6.02	Endorses	No	93

Convention Rules

- In accordance with NCEES *Bylaws* 6.05, Rules of Order, “The Council shall be governed by the most recent edition of *Robert’s Rules of Order, Newly Revised* when not in conflict with the *Bylaws*. The presiding officer shall rule on all questions pertaining to the *Bylaws* and rules of order in the conduct of the meetings. The President may appoint a parliamentarian to assist the presiding officer.”
- Individuals who desire to address the annual meeting delegates shall use the Raise Hand feature within the virtual meeting platform and wait to be recognized by the chair. Individuals wishing to speak for or against motions will use the Yes or No buttons to indicate whether they are speaking in favor or in opposition to a motion and wait to be recognized by the chair. When recognized, they will give their name and the name of their member board or organization.
- Any delegate wishing to make additions to the published agenda must present the addition in writing to Chief Executive Officer David Cox or Chief Operating Officer Davy McDowell via email no later than 5:00 p.m. (EDT) on Wednesday, September 1.
- All main motions, except those made by a committee, a task force, or the NCEES board of directors, shall be in writing on the official motions form.
- Motions proposed by committees, task forces, zones, and the board of directors do not need a second. Motions and amendments proposed by individuals/member boards do require a second.
- In all cases, the maker of the motion or resolution shall be entitled to speak first. The chair will then ask for those who wish to speak in favor and then those who wish to speak against the motion or resolution in alternating fashion. This procedure will continue until there are no persons desiring to speak on one side of the question, at which time debate will cease and the issue will be voted on.
- A delegate may not move to stop debate or call the question as part of the debate on the motion unless the action to do so is approved by a majority of the member boards.
- For contested offices, speeches by the candidates and questions from the floor will be allowed during the business session.
- Where there is only one candidate for election, a ballot vote may be dispensed with and an election by acclamation shall be held. However, upon the request of a single member, a ballot vote will be conducted electronically.
- A consent agenda shall be presented to the delegates for adoption without debate. Upon request of a single member board, any item may be removed from the consent agenda for separate consideration and action by the Council. Member boards must notify CEO Cox or COO McDowell by 5:00 p.m. (EDT) on September 1, 2021, if they plan to remove an item from the consent agenda; after that, no items may be removed.
- Voting on motions and the election of officers will be conducted electronically. In accordance with NCEES *Bylaws* 6.02, Quorum and Voting, “Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote. If a Member Board is represented by more than one delegate present at the time of voting, the vote may be split proportionately if its delegates wish. ...” To split a member board vote, the board shall send a message to COO McDowell through the virtual meeting platform’s chat feature so that it can send him its split vote. After a motion is presented, there will be a two-minute period in which delegates can cast a vote.
- An associate member may serve as a member board delegate for voting purposes only when so designated by the board’s chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For boards that require authorization from the state, such designation may come from the agency director for that board.
- A majority vote of the member boards represented shall be required for affirmative action on all motions except for amendments to the *Bylaws*. An affirmative vote of two-thirds of member boards present and in good standing shall be required to adopt amendments to the *Bylaws*.
- Should any official voting delegate have an emergency that prevents attendance at the meeting, the delegate must notify CEO Cox (dcox@ncees.org) or COO McDowell (dmcdowell@ncees.org) as soon as possible.

Provisions of the *Bylaws* Relating to the 2021 Annual Meeting

Section 3.01 Member Boards. A Member Board of NCEES shall be a state board, as defined in Article 1, Section 1.02, which is a member of the Council. Acceptance of a Member Board shall be by majority vote of the Council. Member Boards shall pay fees as set forth in the *Bylaws*.

Section 3.02 Members. A member of NCEES shall be a person who is a member of a Member Board.

Section 3.021 Associate Members. An associate member of NCEES shall be a designee of a Member Board, but not a member of a Member Board, who is appointed by the NCEES Board of Directors as an associate member of NCEES.

Recommendations for associate members of NCEES shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Associate members of NCEES shall have the privilege of the floor upon approval of the presiding officer and may serve on any committee to which duly appointed under the *Bylaws*. Associate members are eligible to hold the elective office of zone Secretary-Treasurer but are not eligible to serve on the NCEES Board of Directors.

Section 3.022 Emeritus Members. An emeritus member of NCEES shall be a person who is a former member of a Member Board who is duly recommended by that Member Board and approved by the NCEES Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Emeritus members of NCEES shall have the privilege of the floor upon approval of the presiding officer and may serve on any committee to which duly appointed under the *Bylaws*.

Section 3.05 Delegates. A delegate shall be a member or an associate member designated by a Member Board to represent it at meetings of the Council. A Member Board may have as many delegates as it has members but may cast votes only as prescribed. Any delegate shall have the privilege of the floor.

Section 4.04 Elections and Terms of Office. The President-Elect shall be elected by the Council at each Annual Business Meeting in the manner prescribed in the *Bylaws*. The President-Elect shall serve the Council for a period of three years. The first year shall be as President-Elect. The second year, without further election, the President-Elect shall become President, holding that office until a successor has been installed. The third year, without further election, the President shall become Immediate Past President. Any member elected to the office of President-Elect shall be eligible to serve as President-Elect, President, and Immediate Past President, with full authority of the offices and board privileges. Past Presidents shall be ineligible for reelection as President-Elect of the Council.

The Treasurer shall be elected at the Annual Business Meeting every three years in the manner prescribed in the *Bylaws*. Treasurers shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Treasurer, a partial term served shall not be considered a term for term-limit purposes.

Vice Presidents shall be elected at their respective Zone Interim Meeting every two years in the manner prescribed in the *Bylaws*. Vice Presidents from the Northeast and Southern Zones shall be elected in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected in even-numbered years. Vice Presidents shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Vice President, a partial term served shall not be considered a term for term-limit purposes.

New members of the Board of Directors shall assume their duties at the conclusion of the Annual Business Meeting. Board members may continue to serve until the conclusion of the term of office to which they were elected even if their terms with Member Boards have ended.

Section 4.05 Qualifications. Any member of NCEES who is a citizen of the United States and a member of a Member Board sometime during the calendar year in which the nomination occurs is eligible to hold an elective office. Associate members are not eligible to serve on the NCEES Board of Directors.

To be eligible for the office of President-Elect, a person shall be a licensed engineer or surveyor, shall have been a member of NCEES at least three years, and shall have attended at least two NCEES Annual Business Meetings.

Members of the Board of Directors may run for President-Elect if:

- Their term on their state board has expired during their term as NCEES treasurer or vice president;
- They have obtained emeritus standing within the Council, they have the approval of their state board;
- It is their zone's rotation to elect a president-elect; and
- They have been nominated by the zone.

The President-Elect shall not be from the same zone as the President.

To be eligible for the office of Treasurer, a person shall be a licensed professional engineer, licensed professional surveyor, or public member.

To be eligible for the office of Vice President, a person shall be a licensed professional engineer or surveyor and shall be from the zone that elects him or her.

Section 5.01 President. The President shall, when present, preside at all meetings and shall present to the Council at the Annual Business Meeting a report of the activities during the term of office. The President shall appoint all members, chairs, vice-chairs, and consultants of standing committees, special committees, and task forces unless specific action of the Council or of the Board of Directors names the personnel of the committee or task force. The President shall also appoint all members of a Tellers Committee for the election of the President-Elect and Treasurer. The President shall appoint all official representatives of the Council to other organizations as authorized by the Board of Directors. The President shall be chair of the Board of Directors, shall be an ex-officio member of all committees, and shall perform all other duties ordinarily pertaining to the office of President.

If both the President and the President-Elect are absent, the Vice President from the zone that will be nominating the next President-Elect will be the acting President. The Vice President shall have all the powers of the President while presiding in this capacity.

Section 6.01 Annual Business Meetings. The Annual Business Meeting of the Council shall be held at the time and place selected by the Board of Directors.

Notice of the Annual Business Meeting shall be provided to each Member Board, member, associate member, International Affiliate Organization, and Participating Organization not less than four weeks prior to each meeting.

The Board of Directors shall prepare a consent agenda for each Annual Business Meeting. Individual motions may be removed from the consent agenda upon request by any Member Board.

Section 6.02 Quorum and Voting. A quorum for the transaction of business at the Annual Business Meetings of the Council shall be delegates from a majority of Member Boards. A majority vote of the Member Boards represented shall be required for affirmative action unless otherwise provided for in the *Bylaws*.

Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote. If a Member Board is represented by more than one delegate present at the time of voting, the vote may be split proportionately if its delegates wish. An associate member may serve as a Member Board delegate for voting purposes only when so designated by the Member Board's chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For Member Boards that require authorization from the state, such designation may come from the agency director for that board.

Section 6.05 Rules of Order. The Council shall be governed by the most recent edition of *Robert's Rules of Order, Newly Revised* when not in conflict with the *Bylaws*. The presiding officer shall rule on all questions pertaining to the *Bylaws* and rules of order in the conduct of the meetings. The President may appoint a parliamentarian to assist the presiding officer.

The order of business for the Annual Business Meeting shall be established by the President and published as part of the meeting agenda prior to the beginning of the meeting.

Section 9.01 Budget Preparation. The Committee on Finances shall submit a recommended annual budget for review by the Board of Directors. The Committee on Finances will present the budget as part of its committee report for Council approval at the Annual Meeting.

The fiscal year shall begin on October 1 and extend through September 30 of the following calendar year.

Section 11.01 Nominations. A nomination for the office of President-Elect shall be presented to the Board of Directors by the respective Zone Vice President as voted on by the respective zone at its Zone Interim Meeting. The order of rotation for President-Elect shall be Northeast Zone, Central Zone, Southern Zone, and Western Zone.

Member boards may submit nominations for qualified Treasurer candidates in the third year of the outgoing Treasurer's term. These nominations shall be filed with the Chief Executive Officer not later than 60 days prior to the opening of the Annual Business Meeting.

Any delegate shall have the privilege of making nominations for President-Elect and Treasurer from the floor. Such nominees from the floor must meet requirements set out in Section 4.05 and be seconded by at least four Member Boards.

Section 11.02 Tellers Committee. The Tellers Committee shall consist of five members, including a chair and one representative from each zone. No member of the committee is eligible to serve as a teller for an election in which he or she is a candidate. The Tellers Committee will tabulate the results for all votes taken and report the results to the President.

Section 11.03 Voting. All elections shall be by ballot at the Annual Business Meeting. All elections shall be by a majority of votes cast unless otherwise stipulated by the *Bylaws*.

Section 12.02 Amendments. The *Bylaws* may be amended at any Annual Business Meeting by a two-thirds affirmative vote of the Member Boards present and in good standing. Any amendment proposed shall be sent to a Special Committee on Bylaws by the President at the President's initiative or as requested based on action by the Council. Any amendments recommended by a Special Committee on Bylaws shall be submitted to all Member Boards at least 60 days prior to the date of the earliest zone meeting preceding the next Annual Business Meeting. Voting shall be by sections. All sections shall be considered in their proposed form, including punctuation and verbiage. Changes to the published amendments will not be permitted during the Annual Business Meeting. Copies of the proposed amendments to be voted upon shall be distributed in written form to delegates at the Annual Business Meeting.

Section 12.021 Effective Date of Amendments. An amendment to the *Bylaws* shall become effective upon certification by the presiding officer at the Annual Business Meeting of a two-thirds affirmative vote of the Member Boards in good standing represented.

Acronyms and Abbreviations

AAEES	American Academy of Environmental Engineering and Scientists
ABET	Accreditation Board for Engineering and Technology, Inc.
ACCA	Advisory Committee on Council Activities
ACEC	American Council of Engineering Companies
ADA	Americans with Disabilities Act
AEI	Architectural Engineering Institute of ASCE
AIA	American Institute of Architects
AIChE	American Institute of Chemical Engineers
AIME	American Institute of Mining, Metallurgical, and Petroleum Engineers
ANS	American Nuclear Society
ANSAC/ABET	Applied and Natural Science Accreditation Commission of ABET
AP	NCEES administrative policy
APEC	Asia-Pacific Economic Cooperation
APEGA	Association of Professional Engineers and Geoscientists of Alberta
APEGBC	Association of Professional Engineers and Geoscientists of British Columbia
APEGM	Association of Professional Engineers and Geoscientists of Manitoba
ARPL	Alliance for Responsible Professional Licensing
ASABE	American Society of Agricultural and Biological Engineers
ASCE	American Society of Civil Engineers
ASEE	American Society for Engineering Education
ASHRAE	American Society of Heating, Refrigerating, and Air-Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASPE	American Society of Plumbing Engineers
ASPRS	American Society for Photogrammetry and Remote Sensing
AUC	American University in Cairo
AUS	American University of Sharjah
CBT	Computer-based testing
CEAB	Canadian Engineering Accreditation Board
CESB	Council of Engineering and Scientific Specialty Boards
CIDQ	Council for Interior Design Qualification
CIE	Chinese Institute of Engineers (Taiwan)
CLARB	Council of Landscape Architectural Registration Boards
CLEAR	Council on Licensure, Enforcement, and Regulation
CLSA	California Land Surveyors Association
CPC	Continuing professional competency
CSBSR	Colonial States Boards of Surveyor Registration
E.I.	Engineer intern
E.I.T.	Engineer-in-training
EAC/ABET	Engineering Accreditation Commission of ABET
EAP	NCEES examination administration policy
EDP	NCEES examination development policy
EPE	Committee on Examinations for Professional Engineers
EPP	Committee on Examination Policy and Procedures
EPS	Committee on Examinations for Professional Surveyors
ETAC/ABET	Engineering Technology Accreditation Commission of ABET
EWB-USA	Engineers Without Borders USA
EWeek	DiscoverE Engineers Week
FE exam	Fundamentals of Engineering examination
FP	NCEES financial policy
FS exam	Fundamentals of Surveying examination
ICOR	Interprofessional Council on Registration
IEA	International Engineering Alliance
IEEE-USA	Institute of Electrical and Electronics Engineers-USA
IISE	Institute of Industrial and Systems Engineers
IPEA	International Professional Engineers Agreement
ISA	International Society of Automation
ITU	Istanbul Technical University

JPEC	Japan PE/FE Examiners Council
KPEA	Korean Professional Engineers Association
L.S.	Land surveyor
L.S.I.	Land surveyor intern
L.S.I.T.	Land-surveyor-in-training
MBA	Member board administrator
MLE	Model Law Engineer
MLS	Model Law Surveyor
MLSE	Model Law Structural Engineer
MSPS	Michigan Society of Professional Surveyors
NAE	National Academy of Engineering
NAFE	National Academy of Forensic Engineers
NCARB	National Council of Architectural Registration Boards
NCEES	National Council of Examiners for Engineering and Surveying
NCSEA	National Council of Structural Engineering Associations
NICET	National Institute for Certification in Engineering Technologies
NIEE	National Institute for Engineering Ethics
NSAE	National Society of Architectural Engineers
NSBE	National Society of Black Engineers
NSPE	National Society of Professional Engineers
NSPS	National Society of Professional Surveyors
PAKS	Professional activities and knowledge study
P.E.	Professional engineer
PE exam	Principles and Practice of Engineering examination
P.L.S.	Professional land surveyor
POLC	Participating Organizations Liaison Council
PP	NCEES professional policy
PS	NCEES position statement
P.S.	Professional surveyor
PS exam	Principles and Practice of Surveying examination
SaGES	Surveying and Geomatics Educators Society
SAME	Society of American Military Engineers
SCE	Saudi Council of Engineers
S.E.	Structural engineer
SEI	Structural Engineering Institute of ASCE
SFPE	Society of Fire Protection Engineers
SHPE	Society of Hispanic Professional Engineers
S.I.	Surveyor intern
S.I.T.	Surveyor-in-training
SME	Society for Mining, Metallurgy, and Exploration
SNAME	Society of Naval Architects and Marine Engineers
SPE	Society of Petroleum Engineers
SWE	Society of Women Engineers
TAMUQ	Texas A&M University at Qatar
TMS	The Minerals, Metals, and Materials Society
UESI	Utility Engineering and Surveying Institute of ASCE
UPLG	Committee on Uniform Procedures and Legislative Guidelines

2020–21 NCEES Leadership

BOARD OF DIRECTORS/OFFICERS

President

Christopher Knotts, P.E.
Louisiana

President-elect

Brian Robertson, P.E.
Colorado

Past president

Dean Ringle, P.E., P.S.
Ohio

Treasurer

Paul Tyrell, P.E., P.L.S.
Massachusetts

Central Zone vice president

Michael Drewyor, P.E., P.S.
Michigan

Northeast Zone vice president

Christopher Duhamel, P.E., P.S.
Rhode Island

Southern Zone vice president

Timothy Lingerfelt, P.L.S.
Tennessee

Western Zone vice president

Scott Bishop, P.S.
Utah

Secretary/chief executive officer

David Cox
South Carolina

ZONE ASSISTANT VICE PRESIDENTS

Central Zone

Janice Bostelman, P.E.
Nebraska

Northeast Zone

Ronald Willey, Ph.D., P.E.
Massachusetts

Southern Zone

Andrew Zoutewelle, P.L.S.
North Carolina

Western Zone

Mohammad (Dr. Q) Qureshi, Ph.D., P.E.
California

ZONE SECRETARY-TREASURERS

Central Zone

Dennis Martenson, P.E.
Minnesota

Northeast Zone

John Mettee III, P.L.S.
Maryland

Southern Zone

Chris Ramseyer, Ph.D., P.E.
Oklahoma

Western Zone

Richard (Ric) Moore, P.L.S.
California



President's Report

Christopher Knotts, P.E.

As I write this message, we have just completed the virtual Southern Zone interim meeting, the first of our four zone interim meetings. COVID-19 forced the cancellation of the 2020 interim meetings. We had hoped to hold in-person zone meetings in 2021, but virtual was our only option due the continuing pandemic and restrictions on attendance numbers.

Being a very small group, the board of directors met in early November and again in late February, both times in Greenville, South Carolina.

At the November meeting, we discussed normal business topics such as committee and financial updates, but the biggest issue for us then was the upcoming zone meetings. Registration for the first zone meeting was opening in December, and there were no indications that large meetings would be allowed. Because of the pending large financial commitments associated with the meeting venues coupled with many boards having travel restrictions, in late November the board of directors made the difficult decision to move all the zone interim meetings to a virtual format. No one is more disappointed than I that we did not meeting in person, but it was the reasonable and responsible thing to do.

In February, the board of directors received reports from meetings, committees, and finances. The most spirited discussion focused on the Committee on Examinations for Professional Surveyors (EPS) and its work on the surveying divisions development. It appears that more work will need to be done before that effort is complete. I will leave the details to the EPS chair in that committee's report. The board of directors also discussed the annual meeting. It discussed and decided that an in-person annual meeting, even with a reduced number of attendees, would be required to ensure the business of the Council is accomplished. Due to the venue and local restrictions, attendance at the 2021 annual meeting must be limited to three delegates per board.

In mid-November, NCEES participated in the 2020 Leadership Summit hosted by the American Society of Civil Engineers. Other participants included ABET, the American Society for Engineering Education, and the National Society of Professional Engineers, with each group providing updates on important issues. The virtual format for this meeting proved very productive and allowed a broader participation by all organizations.

In January, Chief Executive Officer David Cox, Chief Operating Officer Davy McDowell, P.E., President-Elect Brian Robertson, P.E., and I participated in a virtual Interprofessional Council on Regulation (ICOR) meeting. ICOR brings together NCEES, the Council for Interior Design Qualification, the Council of Landscape Architectural Registration Boards, and the National Council of Architectural Registration Boards (NCARB) to discuss issues affecting our members. This year, NCEES hosted the meeting. We briefed the group on our response to COVID-19; COO McDowell covered exam updates and the transition to CBT. I briefed the group on committee and task force updates; the Engineering Licensure Model Task Force's work generated discussion. President-Elect Robertson provided his 2021–22 vision for NCEES. Finally, CEO Cox reviewed NCEES efforts to address threats to public protection. NCARB formed an Incidental Practice Task Force to discuss overlap between the professions. Immediate Past President Dean Ringle, P.E., P.S., is representing NCEES on that task force.

Shortly after the ICOR meeting, we held the virtual Member Board Administrators Meeting and the Board Presidents' Assembly on January 29. In addition to our normal updates, we held a test run of the voting procedure that would be used at all the zone meetings.

We hosted the Participating Organizations Liaison Council virtually in early March. This is an NCEES committee, and the member organizations are mainly those whose members serve on our exam development committees. Holding this meeting virtually was a great format for this group.

The board continued member board visits, both in person and virtually. These visits have been a useful avenue for communications between the board of directors and state boards.

Finally, the year 2020 was the centennial of the Council's founding. We recognized it throughout the year and will continue to celebrate this milestone throughout 2021, when NCEES will hold its 100th annual meeting. As part of these anniversaries, NCEES developed a special centennial website. I encourage you to visit it at ncees.org/100 to explore the history of NCEES and its accomplishments over the last 100 years.

I am sure every president before me said the same thing, but this year is passing very quickly. The lack of in-person meetings has made many things seem to run together, which probably added to how fast the year is going. Currently, we are still on track for our annual meeting in New Orleans. Stay safe, and I look forward to seeing you in August.



President-Elect's Report

Brian Robertson II, P.E.

Greetings! I am writing this report in the midst of our zone interim meetings and enjoying the changing seasons from winter to spring here in Colorado. This time of renewal and rebirth is inspiring, watching new flowers bloom, grass greening up from its long winter rest, and trees bud and blossom. It also appears that we are finally seeing the light at the end of the COVID-19 dark tunnel.

This last year has been a challenging one for the entire Council—our member boards, our committees, and our examinees. From canceled exam administrations and meetings to learning how to conduct our business virtually, we have all risen to the challenge in this most unusual year. I am especially grateful to our exam development volunteers and committees who adjusted their regular meetings and continued their important work throughout the year. We look forward to seeing one another in person again, and it appears that day may be coming soon.

Many of you may have heard my message at the zone interim meetings. I am setting three “big swing” goals for our Council next year.

First, in this inspiring springtime of renewal, I am looking to do a good spring cleaning to start the Council's second century. I will be assigning several standing committees, and perhaps creating a task force if needed, to review all NCEES policies and position statements—top to bottom—to assess whether they still serve and represent the needs of our 21st century Council. For example, at least nine different policies deal with education. Perhaps they could be combined into a singular policy for better clarity and easier management in the future. A few years ago, the Committee on Examination Policy and Procedures did a deep dive into the different examination development and examination administration policies and found that several topics in one policy belonged in another policy. I believe this is a good time to examine all of our policies and have an open discussion about them.

Second, I am continuing the work of the Committee on Examinations for Professional Surveyors (EPS) as it implements the Council's direction to study changing the Principles and Practice of Surveying examination to several separate divisions. The work of this committee over the past several years has laid the foundation for input from our psychometrician and the Committee on Finances to get a solid understanding of the potential size, duration, and cost of each division. This is supporting the next major step: commissioning a professional activities and knowledge study (PAKS) for each division and making final recommendations to the Council for action. There is still a lot of work to be done, and the EPS Committee is very committed to working on this continuing charge through another year.

Third, the Engineering Licensure Model Task Force spent this year researching past NCEES reports and studying licensure models in both domestic medical fields and foreign engineering models. When President Christopher Knotts, P.E., Immediate Past President Dean Ringle, P.E., P.S., and I discussed the need for this task force, we understood that it was going to span several years to complete its work. Next year, I am going to ask the task force to build upon this year's information and, specifically, to study a licensure model for incorporating engineering graduates, engineering technology graduates, and certified engineering technicians. Our current licensure model has served our professions well for the past century, but times are changing. While some of tomorrow's engineering graduates will enter the profession with legacy or traditional disciplines, some will do so with more modern, hybrid, and multidiscipline education. We may need to adapt our licensure model to be nimble while still maintaining the rigor necessary to meet our fundamental role—to protect the health, safety, and welfare of the public.

I am excited for the future of our great professions, and I am humbled to lead this amazing organization for the next year. Thank you for your enthusiasm and support for our noble mission.

Board of Directors' Action Items

Action items from the fifth meeting of the 2019–20 board of directors

August 27, 2020, virtual meeting

- Approved minutes of the fourth meeting of the 2019–20 board of directors
- Approved nominations from member boards for emeritus and associate member status
- Approved a resolution authorizing the CEO to execute contracts and other documents on behalf of the board and to select banks or other thrift institutions for the deposit of Council funds
- Approved an additional 4 percent contribution to the 401(k) retirement plan for all eligible NCEES staff participants

Action items from the first meeting of the 2020–21 board of directors

November 6–7, 2020, Greenville, South Carolina

- Approved minutes of the fifth meeting of the 2019–20 board of directors
- Ratified the NCEES president's nominations for ABET commission representatives
- Approved nominations from member boards for emeritus and associate member status
- Approved the International Affiliate Organizations dues
- Endorsed the Society of Fire Protection Engineers position paper *The Engineer and the Engineering Technician Designing Fire Protection Systems* and endorsed sharing with the society comments/recommendations from the task force
- Approved in-person zone interim meetings in 2021, with only two delegates per board allowed to attend the respective meetings
- Approved the agenda for the Board Presidents' Assembly
- Approved no fee for Participating Organizations Liaison Council dues
- Approved exam item replacement costs for 2021, with \$2,316 for each pencil-and-paper multiple-choice item, \$1,787 for each computer-based testing multiple-choice item, and \$16,361 for each constructed response item. Further, it approved \$3.4 million in designated assets as replacement costs in the event of a total examination breach.

Action items from the second meeting of the 2020–21 board of directors

February 26, 2021, Greenville, South Carolina

- Approved minutes of the first meeting of the 2020–21 board of directors
- Approved nominations from member boards for emeritus and associate member status
- Ratified the action taken by the NCEES board of directors to approve the audit report of the 2019–20 NCEES financial records
- Approved the 2020–21 financial auditors
- Ratified the appointment of the ETAC/ABET commission representative
- Ratified the action taken by the NCEES board of directors to change the 2021 zone interim meetings to a virtual format
- Ratified the action taken by the NCEES board of directors to approve \$25,000 for potential lobbying related to advocacy in Arizona as requested by the Arizona board
- Approved limiting the 2021 annual meeting to two delegates per member board
- Approved a \$40,000 budget variance related to the production of reference materials for the PE Civil examination
- Approved the future zone interim meeting schedule
- Approved delaying the examination audit of the following examinations until fiscal year 2021–22: Principles and Practice of Engineering (PE) Civil, PE Industrial and Systems, PE Mining and Mineral Processing, PE Naval Architecture and Marine Engineering, and Principles and Practice of Surveying (PS)
- Approved Patty Mamola, P.E., for a second term as chair of the Asia-Pacific Economic Cooperation Executive Committee of the International Engineering Alliance

**Action items from the third meeting of the 2020–21 board of directors
May 24–25, 2021, Hilton Head Island, South Carolina**

- Approved the minutes of the second meeting of the 2020–21 board of directors
- Approved nominations from member boards for emeritus and associate member status
- Ratified modifications to the investment guidelines
- Approved the recommendation from the Committee on Education for staff to send a memorandum to boards as outlined in the committee report
- Approved the 2021–22 operating budget and approved the 2020–21 capital budget as recommended by the Committee on Finances
- Approved the NCEES Committee on Awards recommendations for the NCEES Distinguished Service Award and Distinguished Examination Service Award
- Approved the Committee on Examinations for Professional Surveyors recommendation for starting the professional activities and knowledge study (PAKS) process in fiscal year 2021–22 and approved an additional \$90,250 to be added to the budget for approval at the annual meeting in August
- Adopted the consent agenda as approved for the 2021 annual meeting
- Adopted the order of business as revised for the 2021 annual meeting
- Approved for the board of directors to put forth a motion to modify *Bylaws* 6.02 to remove wording that allows for boards to split votes
- Approved the 2020–21 committee/task force/officer reports for publication in the annual meeting *Action Items and Conference Reports*

Motion to Approve the 2021 Consent Agenda

Move that the Council approve by general consent the items identified in the consent agenda shown on page 3.

Motion to Approve the 2020 Annual Meeting Minutes

Move that the Council approve the minutes of the 2020 annual meeting.

Board of directors position

Endorses, consent agenda



Treasurer's Report

Paul Tyrell, P.E., P.L.S.

Wow. I wonder if I were told before I decided to run for treasurer that we would experience a worldwide health emergency that would throw the financial markets into complete disarray and uncertainty whether I would have thrown my hat in the ring. Well, I am happy to inform you that due to years of sound leadership, conservative financial planning, and dedicated teams focused on the future of this organization, we have weathered the immediate storm and are well poised to address the uncertainties of the economic markets as they pull themselves out of this unprecedented financial crisis.

As with each NCEES assignment, my first year as treasurer has been all about learning. As treasurer, I serve as the board of directors liaison to the Committee on Finances, the Financial Audit Committee, and the Investment Advisory Group. I also served this past year as board of directors liaison to the Fire Protection Task Force, which was an interesting departure from the focusing on the organization's finances.

My work with each of the committees and with their dedicated members provides me with great confidence in my reporting and the financial health of our organization.

How did we finish the 2019–20 fiscal year?

Despite the \$1.7 million operational loss from last year due to exam cancellations, the Council's strong investment income resulted in a \$22,000 surplus. Exam revenue is the lifeblood of NCEES and is used to fund almost all of the services provided to member boards. It is a testament to our current and past leadership that our investment portfolio was critical to our ability to meet the financial test brought on by the pandemic.

How we stand for the 2020–21 fiscal year?

Through the first eight months of the year, COVID-19 continues to have a substantial financial impact on our operations. NCEES has a \$4.5 million gain from operations vs. a budgeted gain of \$5.4 million; therefore, we are short of the year-to-date budget by \$900,000.

Year-to-date revenue is \$4.2 million less than budget, due to continued lower-than-planned registrations for the pencil-and-paper exams and lower Fundamentals of Engineering exam revenue; year-to-date expenses are \$3.3 million less than budget due to the Council's continued cost-savings measures through reduced travel, virtual meetings, and outreach savings.

The board of directors and NCEES Investment Advisory Group have continued to monitor current financial trends and to consider appropriate adjustments to our investments to maintain our strong balance sheet. Members of the Investment Advisory Group have been limited to conference calls with Wealth Enhancement Group representatives several times throughout the past year, during which they provided NCEES with guidance regarding our investments to maximize our returns. In early March, the Investment Advisory Group met with Wealth Enhancement Group representatives to review the investment portfolio's performance and current asset allocation; as they do yearly, they made some suggested minor changes to the asset allocation. These recommendations are consistent with our conservative investment strategy and will serve to maintain our reserves at adequate levels with growth consistent with our goals. The recommended changes to the asset allocation were approved by the NCEES board of directors in June. Information about the value of NCEES investments can be found on page 41 of the NCEES 2020 annual report, which is available as a PDF file at ncees.org/annualreport.

Of particular interest this year was the development of the annual budget. Our 100-year-old organization has steadily grown. We purchased a new headquarters building, embraced computer-based testing, and faced

many more challenges. The rate of these changes, however, has slowed—and the changes were well planned for. How does the organization plan for the post-pandemic period? When will exam usage numbers return to normal? The 2021–22 fiscal year budget has been prepared based on the best available information. The Finance Committee and the board of directors reviewed it, and the Council will vote on approving it at the August annual meeting. Our financial staff, led by Chief Financial Officer Joe Scheving, CPA, has done an excellent job of responding to the financial turmoil created by COVID-19, and they have my full confidence in their ability to navigate the budget over the coming fiscal year.

I sincerely appreciate the opportunity you have given me to serve as your treasurer. If you have any questions about NCEES finances, please contact me through NCEES.



Central Zone Vice President's Report

Michael Drewyor, P.E., P.S.

I was excited to be able to run for the office of Central Zone vice president in 2020. My last board meeting with the Michigan PE and PS boards was in January 2020. I also retired from my full-time teaching position at Michigan Tech University in January 2020. My nomination from both Michigan boards to serve as an emeritus member was approved by the NCEES board of directors in February 2020. I then made a lot of preparations in advance of the all-zone interim meeting to be held in Houston to present my qualifications as a candidate for the Central Zone vice president position.

The world changed in March 2020 with the pandemic and then the cancellation of almost all face-to-face meeting activities of any kind, including all NCEES meetings. Consequently, a vote by ballot was held in July 2020. I was elected 2020–22 Central Zone vice president, and Janice Bostelman, P.E. (NE-PE) was elected 2020–22 Central Zone assistant vice president. Dennis Martenson, P.E. (MN) continued on as secretary–treasurer; his term expires in August 2021. Brian Robertson, P.E. (CO, Western Zone vice president) was elected to serve as the 2020–21 NCEES president-elect, and Paul Tyrell, P.E., P.E. (MA) was elected NCEES treasurer for a three-year term (2020–23).

I attended a series of three virtual webinars available to the entire NCEES Council in June and July 2020. These webinars covered most of the annual business meeting items for the Council. The annual meeting was then held virtually in August 2020. My thanks and appreciation go out to the 2019–20 zone officers, especially Central Zone Vice President Marlon Vogt, P.E. (IA) for his help in getting me oriented and Central Zone Secretary–Treasurer Dennis Martenson, P.E. (MN).

The Awards Committee identified two very deserving Central Zone Distinguished Service Award recipients during the 2019–20 year. Due to no zone meeting being held in 2020, no awards ceremony was held. The two recipients were Dennis Martenson and Steven Bishop, S.E. (IL-SE). They were recognized virtually at the Central Zone interim meeting in April 2021. The 2020–21 Awards Committee identified two excellent award recipients in Dean Ringle, P.E., P.S. (OH) and Larry Graham, P.E., L.S. (KS). They were also recognized virtually at the Central Zone interim meeting in April 2021. I thank the 2020–21 Awards Committee members and all of the volunteers who served on the zone standing committees this past year.

The highlight of my first year of service was the opportunity to finally have a face-to-face meeting with the NCEES board of directors in Greenville, South Carolina, at the new headquarters building. This was the first meeting of any kind held at the new building. This new facility is a great step up and will serve NCEES staff and its volunteers well into the foreseeable future. I also attended the virtual Board Presidents' Assembly in January 2021 and the 2020 monthly State of the Council virtual meetings.

The 2021 Central Zone interim meeting was held virtually on April 29, with two zone events leading up to it. First, an online New Members event was held on April 22, and it was well attended. This was followed by a virtual trivia night event on April 28. The April 29 virtual interim meeting was run from the headquarters building in Greenville. During the meeting, Sam Reed, P.E. (IN-PE) was elected zone secretary-treasurer; he will serve from August 2021 to August 2023. I thank him for volunteering and accepting this zone position.

As I write this report, NCEES is scheduled to hold the annual meeting as a face-to-face event in New Orleans in August 2021. There will be limited attendance because of local restrictions.

NCEES staff have stepped up to meet the challenge of the pandemic and continue to provide most services. I look forward to seeing some of you in person in New Orleans and also at your board meetings in the next year as life returns to normal.

Draft minutes from the interim meeting will be available for download at ncees.org/annual_meeting by August. The zone will vote on approving the minutes at the annual meeting.



Northeast Zone Vice President's Report

Christopher Duhamel, P.E., P.L.S.

I respectfully submit my final Northeast Zone Vice President report, which concludes the two- year term. The position has been a rewarding experience and has been an honor to serve. Given the pandemic restrictions, I have attended all of the board of director meetings virtually, with the February meeting recovering from Covid-19 myself. During the pandemic, I can report that the NCEES staff were outstanding with support and guidance to negotiate through all the rules to keep staff and volunteers safe while conducting Council business to progress and recover.

The Northeast Zone interim meeting was a great improvement over last year (last year it was canceled, so there was nowhere to go but up!). Although it wasn't in person where we could share stories and each other's company, we did get together to complete business. Thank you for your patience negotiating the virtual meeting format and for participating. This year, the past 2019 Northeast Zone meeting minutes and the 2020–21 Council committee reports were posted online for member board review. Thank you for approving the minutes. I hope you get a chance to view the committee report podcasts on MyNCEES/Board Resources. Thank you to the Northeast Zone members for your dedicated volunteer service on the committees.

Other business completed at the interim meeting include the following:

Northeast Zone Awards Committee

- Lesley Rosier-Tabor, P.E. (WV-PE), chair
- Azuanuka (Azu) Etoniru, P.E. (MA)
- Paul Rich, P.E. (DC)

The zone recognized the 2020 Distinguished Exam Service Award (ENNY) recipients:

- Paul Tyrell, P.E., P.L.S. (MA)
- Carmine Balascio, Ph.D., P.E. (DE-PE emeritus)

This year's 2021 Distinguished Exam Service Award recipient is

- Wayne Moore, P.E. (RI-PE)

Please take time to leave a message of congratulations on [NCEES.org/zones](https://www.ncees.org/zones).

Northeast Zone Nominating Committee

- Joseph Flynn, L.S. (VT-LS), chair
- Mandy Olver Holway, P.E. (ME-PE)
- Scott Sabol, P.E. (VT-PE)
- Daniel Barbato, P.E. (DE-PE)

Nominations for the Northeast Zone vice president and Assistant Vice President and for the zone's nominee for NCEES president-elect were received. Election of officers were held at the interim meeting. Congratulations to the following:

- Thomas Orisich, P.L.S. (MD-LS), 2021–23 vice president
- Samuel Wilson, P.E. (DC), 2021–23 Assistant Vice President
- Chris Duhamel, P.E., P.L.S. (RI-PE), Northeast Zone nominee for 2021–22 NCEES president-elect

Draft minutes from the interim meeting will be available for download at [ncees.org/annual_meeting](https://www.ncees.org/annual_meeting) by August. The zone will vote on approving the minutes at the annual meeting.

As this term concludes, I thank Ronald Willey, P.E. (MA) for his service as Northeast Zone assistant vice president. Ron was very active as the leadership development chair who reached out to the dozens of new members. He went above and beyond his duties during the interim zoom meeting giving out his cell number to members that had difficulty logging in. Ron's term will end this year, and he has been a great colleague to work with.

I also thank John Mettee, P.L.S. (MD-LS) for his service as Northeast Zone secretary-treasurer. John is also chair of the Colonial States Surveyor Board. He works hard behind the scenes and is a strong advocate for licensure. John has another year to serve the zone as secretary-treasurer and I look forward to working with him.

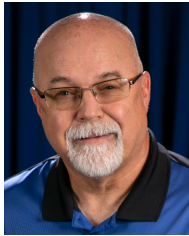
I thank both Ron and John for the support over the past months on preparation for the Northeast Zone interim meeting and for working under difficult conditions.

The Site-Selection Committee consisted of Samuel Wilson, and me. The schedule of the Northeast Zone interim meetings is as follows:

- 2022: April 28–30, Newport, Rhode Island
- 2023: April 27–29, Houston, Texas
- 2024: May 2–4, Washington, D.C.
- 2025: Massachusetts

Newport, Rhode Island, is a beautiful city on the harbor that I hope you will be able to enjoy.

Finally, I express my sincere gratitude both for your support during my term as zone vice president and for selecting me as the Northeast Zone nominee for NCEES president-elect. I look forward to seeing you all soon.



Southern Zone Vice President's Report

Timothy Lingerfelt, P.L.S.

My second and final year as the Southern Zone vice president continues with challenges. Due to the COVID-19 pandemic, I became the first Southern Zone vice president to have not presided over an in-person interim zone meeting.

Service to the Southern Zone is a privilege that is difficult to understand until you have been involved. I continue to serve as board liaison for the Committee on Examinations for Professional Surveyors. This committee bears the most daunting charge—developing a plan to restructure the Principles and Practice of Surveying exam into divisions—since the conversion from pencil-and-paper examinations to computer-based testing. I also served as board liaison for the Committee on Law Enforcement. This is a group of long-standing members with a great passion for their job.

This year, I was honored to serve with the 2020–21 Southern Zone leadership of Assistant Vice President Andrew Zoutewelle, P.L.S. (NC) and Secretary-Treasurer Chris Ramseyer, Ph.D., P.E. (OK). Their service to our zone is greatly appreciated.

The NCEES board of directors continued to face previously unforeseen challenges due to the ongoing COVID-19 environment. Virtual meetings have become the norm and face-to-face meetings the rarity. Decisions had to be made months in advance and often were not popular choices. Our CEO and the NCEES staff went well above and beyond to make sure the business of the Council continues as seamless as possible. I applaud all of their efforts.

The Southern Zone conducted its 2021 interim meeting virtually with an abbreviated agenda. Elections for Southern Zone vice president and assistant vice president were held using the Innovision Inc. voting system. I congratulate Andrew Zoutewelle, P.L.S. (NC) as our new zone vice president and Lamberto (Bobby) Ballí, P.E. (TX) as our new zone assistant vice president. Having worked with both of them, I know the Southern Zone will be in very capable hands for the next two years. Draft minutes from the interim meeting will be available for download at ncees.org/annual_meeting by August. The zone will vote on approving the minutes at the annual meeting.

For upcoming meetings, Oklahoma will host the 2022 as a joint meeting with the Central Zone. The 2023 combined zone interim meeting with all four zones will be held in Houston. North Carolina will host the 2024 Southern Zone meeting.

The 2021 Awards Committee received a nomination for our zone's distinguished service award. The recipient is Bobby Ballí, P.E. (TX). This was a well-deserved choice for his service to the Southern Zone.

I thank all of the Southern Zone committee members for their service to the zone. The following are committee appointments for 2020–21:

Awards Committee

- Chair—Bobbie Shields, P.E. (NC)
- Nathan Johnson, P.E., P.L.S. (AL)
- Glen Smith, P.E., P.L.S. (OK)

Leadership Committee

- Chair—Andrew Zoutewelle, P.L.S. (NC)
- Bobby Ballí, P.E. (TX)
- Henry Dingle Jr., P.L.S. (SC)
- Zana Raybon (FL-PE MBA)

Nominating Committee

- Chair—Dennis Truax, Ph.D., P.E. (MS)
- Richard Bursi, P.E. (TN-PE)
- Kevin Fleming, P.E. (FL-PE)
- Jeffrey Pike, P.E. (LA)

Site Selection Committee

- Chair—Doyle Allen, L.S. (VA)
- David Beasley, Ph.D., P.E. (AR)
- Steven Hyde, P.S., P.S.M. (FL-LS)
- Antonio Medina-Delgado, P.E. (PR)

In closing, I thank each zone member for allowing me this opportunity to serve you as the zone's vice president. The Southern Zone clearly leads the way for the Council by its involvement and participation. So, to the members of the best zone, may God bless and I pray we can meet in person soon.



Western Zone Vice President's Report

Scott Bishop, P.S.

This has been a unique year, to say the least. Although my first year as Western Zone vice president has not gone as planned, it has still been a challenging and rewarding experience. Despite us not being able to meet in person, I have been amazed at how well the NCEES leadership and staff have reacted and overcome extraordinary circumstances to serve our member boards and our professional community. The decision to limit travel and conduct virtual meetings was hard, but I believe the decision was made to ensure safety for all those concerned.

We began the year planning for an in-person zone meeting in May 2021 in Bozeman, Montana, only to find that, once again, the in-person zone interim meeting would be canceled. I am thankful that we were able to hold a virtual zone meeting instead. I hope it will be the first and the last virtual zone meeting. And I am looking forward to meeting again in person, although with a somewhat smaller group, for the zone meeting in New Orleans at the annual meeting this August.

My thanks and appreciation go to the 2020–21 zone officers: Assistant Vice President Mohammad (Dr. Q) Qureshi, Ph.D., P.E. (CA) and Secretary-Treasurer Richard (Ric) Moore, P.L.S. (CA). We held monthly conference calls to stay connected and coordinated. I appreciate that our zone leadership was a team effort.

The Western Zone minutes from the August 2019 zone meeting were approved at the 2021 virtual zone interim meeting on May 13. Draft minutes from the interim meeting will be available for download at ncees.org/annual_meeting by August. The zone will vote on approving the minutes at the annual meeting.

Despite the worldwide pandemic, our zone committees were busy and continued the work of the zone. The Awards Committee identified two very deserving candidates for the Western Zone Distinguished Service Award. The 2021 award recipients are Glen Thurow, P.S., and Karl Tonander, P.E., both of New Mexico. Congratulations to both.

As a result of the canceled zone interim meeting last year and the virtual interim meeting this year, the future Western Zone interim meeting schedule was revised. The current schedule is as follows:

- 2022: May 19–21, Stateline, Nevada
- 2023: April 27–29, Houston, Texas (joint meeting with all zones)
- 2024: May 16–18, Bozeman, Montana
- 2025: New Mexico
- 2026: Oregon

Negotiations and contracts are already in the works for the 2023 and 2024 meetings, and our Site-Selection Committee will discuss whether to consider joint interim meetings in 2025 and/or 2026.

The Nominating Committee received four nominations for the 2021–23 secretary-treasurer position. Congratulations to Karl Tonander, P.E. (NM) for winning the election. It is going to be hard to replace Ric; I believe he has been the Western Zone secretary-treasurer for my entire time with NCEES. I am looking forward to working with Karl.

As Western Zone vice president, I was really looking forward to being able to get out and visit some of the Western Zone boards at one of their regular meetings during my term. Unfortunately, due to travel and meeting restrictions, I was unable to meet with any boards last year. Currently, I have a visit scheduled with the Wyoming board and hope to be able to visit several more boards next year. Here's to a brighter future!



Chief Executive Officer's Report

David Cox

NCEES staff is committed to supporting the member boards in protecting the public through engineering and surveying licensure. This report highlights some of our efforts in 2020–21 to implement and support various NCEES initiatives.

Coronavirus response

The COVID-19 pandemic has been a disruption to NCEES services and a significant concern regarding the health and well-being of our staff, volunteers, examinees, and meeting attendees. NCEES staff and leadership have worked diligently to develop and execute plans that focus on the safety of individuals as well as continuity of service for NCEES programs.

Pencil-and-paper exam administration

Following the cancellation of the April 2020 pencil-and-paper exam administration in response to the pandemic, NCEES anticipated a significant increase in the number of examinees for the October 2020 administration. Staff worked with member boards and test sites to ensure that we had the appropriate capacity to accommodate the extra examinees and the necessary space for proper social distancing.

We added an additional administration day for the October 2020 pencil-and-paper exams. These were offered October 22–23 to more than 12,000 examinees. We also added a regional testing option for the PE Civil exam on January 26, 2021. The PE Civil exam has the highest volume of examinees. Providing additional administrations for this exam at 14 cities across the United States offered additional testing opportunities for the PE Civil examinees and freed some exam seats for other examinees during the October 2020 pencil-and-paper administration.

We added an extra day to the April 2021 exam administration to allow seating for more examinees. The administration, which included almost 11,000 examinees, was held April 22–23.

Computer-based testing (CBT)

Reduced capacity requirements limited the number of CBT examinees who could schedule a seat for the October 22 single-day testing event at Pearson VUE test centers. (These administrations are held for some of the smaller-volume CBT exams.) Therefore, we added a single-day testing event on January 12 to accommodate examinees who were unable to schedule an appointment in October. The PE exams affected were Fire Protection, Industrial and Systems, Nuclear, and Petroleum.

We moved the transition of the PE Electrical and Computer: Power exam to CBT from April 2021 to December 1, 2020. This change freed up seats at the October 2020 pencil-and-paper exam sites to help deal with locally mandated restrictions. Because the exam will be offered year-round in CBT format, the change also gave those examinees flexibility in selecting their test date at Pearson VUE test centers.

We also accelerated the PE Civil exam's transition to CBT: it is now scheduled to be completed in April 2022 instead of April 2023.

Virtual NCEES meetings

Virtual meetings allowed NCEES to continue its initiatives and activities this year. These include meetings for exam development, standing committees and task forces, the Participating Organizations Liaison Council, and the Engineering and Surveying Education Award juries.

As part of NCEES' continuing response to the COVID-19 pandemic, the board of directors canceled the in-person 2021 zone interim meetings. Instead, zones held virtual interim meetings to ensure that business was conducted in a way that included all member boards while protecting the health and well-being of member board representatives and NCEES staff. NCEES staff assisted with planning, logistics, and communications for these meetings in April and May.

We introduced new platforms for communicating with member boards. We are holding monthly State of the Council presentations in the runup to the annual meeting to keep member board members and staff informed about Council updates as well as the latest information on the zone interim and NCEES annual meetings. Committee and task force video podcasts were a new vehicle to share reports from the chairs of standing committees and task forces and to help boards prepare for the business sessions at the annual meeting.

Current plans are to continue virtual meetings through the end of 2021, although we will monitor the situation and take guidance from the Centers for Disease Control and Prevention. Exceptions are being considered if necessary—including exam development meetings regarding CBT transitions and meetings for the board of directors and other executive activities—but these exceptions are only when a virtual format is not suitable for the meeting activities.

NCEES held its first virtual exam development committee meeting in June 2020. In the year that followed, we held 51 virtual meetings with 1,323 active participants. (Active participants are individuals who participated and completed tasks sufficient to earn continuing professional competency, or CPC, credits.)

NCEES faced a unique challenge in grading the PE Structural exam's constructed response, or essay, questions for the October 2020 exam administration. Normally, structural engineers from across the country travel to NCEES headquarters to grade these exam items. With travel and in-person meetings not possible, NCEES staff created a virtual system that would ensure exam security. In conjunction with Exam Development staff, IT staff developed a grading module for E3, our examinee management system. This system allowed 86 graders in 28 states across five time zones to grade almost 5,000 solution pamphlets in three days—and with no delay in releasing results and no loss of grading quality or validity. We now have a custom grading system that we can use in person or virtually as needed.

During the pandemic, these virtual meetings have been critical to continuing to fulfill our mission to advance licensure for engineers and surveyors. We would not have been able to hold such efficient and productive meetings without the dedication and adaptability of our officers, member board members and staff, committee members, and exam development volunteers. Thank you for helping make our virtual meetings a success.

Annual meeting

To allow for the most productive discussion and debate, the board of directors is committed to holding an in-person annual meeting. Capacity restrictions will limit the number of delegates, but each board will be able to have three voting delegates to represent it at the meeting.

While we have had to limit attendance for the business session, technology is providing the ability to live stream the meeting online so that member boards can remotely watch the proceedings. While this will not allow for remote participation, it will provide a method for real-time viewing.

Technology is also allowing for remote participation in forums and professional development sessions. The forums for engineering, surveying, member board administrators (MBAs), and law enforcement—which are typically held at the annual meeting—will be held virtually this year to allow for greater input from member boards. The forums for engineering, surveying, and MBAs will be held in July, and the forum for law enforcement will be held after the annual meeting. We are holding virtual professional development workshops for law enforcement staff and MBAs. In addition, the past presidents will meet virtually before the annual meeting so that we can solicit their feedback on the motions that will be presented at the annual meeting. Finally, we are meeting virtually with POLC representatives to review the annual meeting action items.

NCEES operations

NCEES staff members have been working at NCEES headquarters as needed in 2020–21, with a portion of staff working remotely. We plan to return to in-person operations for all employees in early July. The last time that staff were all working together was in March 2020, at our previous headquarters in Clemson, South Carolina. We are looking forward to everyone returning to our new headquarters in Greenville, South Carolina.

Centennial celebration

Due to the pandemic, we were not able to hold the 2020 centennial celebrations that we originally planned. As with so many plans, we have adapted. We are continuing our centennial celebrations in 2021 as we prepare for the 100th NCEES annual meeting in August.

As part of these celebrations, we published a new edition of *The History of NCEES* in December 2020. The book includes an engaging new design—complete with photos covering points of interest in our history—and a new chapter covering the years 2005 to 2020. We sent bound copies—along with centennial memorabilia—to each member board and past president earlier this year. A PDF is also available online at ncees.org/100.

The ncees.org/100 webpage is the home of our centennial website, which we launched this year to recognize engineering and surveying licensure milestones. We encourage you to celebrate with us by exploring the interactive site, which highlights the organization's initiatives and achievements over the past 100 years.

Threats to public protection

NCEES is committed to helping its member boards safeguard the public. Through its involvement with the Alliance for Responsible Professional Licensing (ARPL) and its direct support for member boards, the organization is addressing efforts to weaken licensure's public protections. ARPL is continuing to provide resources needed to promote and support responsible licensing.

ARPL released *Licensed to Move* in September 2020. This report provides a roadmap for successful interstate practice reform. It outlines the key elements of successful interstate practice, points out common pitfalls to avoid, and provides clear recommendations for making sure any changes actually improve the licensure process.

The organization released *Valuing Professional Licensing in the United States* in February 2021. ARPL commissioned Oxford Economics to produce this first-of-its-kind quantitative research study to explore the impacts of professional licensing in highly complex, technical fields. Key findings include

- Across all professions and occupations, licensing is associated with a 6.5 percent average increase in hourly earnings, even after accounting for the job holder's educational attainment, gender, and racial demographics.
- Among professionals in technical fields requiring significant education and training, a license narrows the gender-driven wage gap by about one third and the race-driven wage gap by about half.

These resources are available on the ARPL website, responsiblelicensing.org.

NCEES is providing direct support to member boards through the work of its advocacy and external engagement strategist. With more than 200 occupational licensure bills introduced in state chambers in the 2020–21 session, this is an area of concern for jurisdictions across the country. Since his appointment in July 2020, our strategist has assisted 20 member boards to address legislative activities, including help with testimony, fact sheets, outreach efforts, and strategy.

The NCEES Records program and other advocacy tools are also available to assist in eliminating barriers and expediting the comity process for licensees. In April, we added a new option to the NCEES Records program to assist military families with the comity licensure process. Active-duty military and their spouses are now eligible to transmit their NCEES Record to a state licensing board at no charge when military orders require them to relocate to that state. This new no-cost option will help members of the military and their spouses by simplifying and expediting the comity licensure process in their new state or territory. Military transmittals will include a special designation to alert the receiving licensing board of their priority status. Applying for comity licensure through the NCEES Records program can often be completed and a license issued within a matter of days.

CBT expansion

NCEES staff and exam development volunteers are continuing to move the remaining pencil-and-paper PE exams to a computer-based format. Most recently, the PE Electrical and Computer: Power, PE Fire Protection, and PE Industrial and Systems completed the transition to CBT in late 2020. The following exams are joining the CBT lineup in 2021:

- PE Agricultural and Biological Engineering
- PE Electrical and Computer: Computer Engineering

- PE Electrical and Computer: Electronics, Controls, and Communications
- PE Mining and Mineral Processing

After October 2021, the only NCEES exam left to administer in pencil-and-paper format will be the PE Structural exam. This exam may need to be offered regionally until it moves to CBT, which is currently scheduled for 2024.

Services to support the licensure process

In addition to developing licensing exams, NCEES staff continued to support the licensure process this year through its Member Services Department. This includes the Records program, Continuing Professional Competency Tracking, Exam Administration Services, and the Credentials Evaluations service.

The official statistics for all NCEES services, including member services and exam usage, are printed in the annual report and *Squared*. The latest editions, which cover fiscal year 2019–20, are available at ncees.org/annualreport.

Outreach

NCEES continues to support outreach initiatives to advance licensure through financial resources as well as staff and volunteer time. The pandemic has presented some challenges for outreach activities, but we have adapted existing initiatives and developed new ones to meet these challenges.

K–12 outreach

NCEES' support of K–12 outreach helps inspire future generations of professional engineers and surveyors.

NCEES continued its support of DiscoverE this year to promote the professions and the importance of licensure to a wider audience. The organization sponsored the regional and national special awards for Best Land Surveying Practices at the Future City Competition. Future City is a national competition in which teams of middle school students design and build cities of the future. Through the national and regional competitions, NCEES introduces more than 40,000 middle school students to the surveying profession each year. NCEES volunteers served as judges for the special award, which was presented at 31 regional competitions and at the national finals.

Engineering and Surveying awards

Since 2009, NCEES has been offering the NCEES Engineering Education Award to promote the responsibilities and privileges of licensure. The award recognizes engineering academic programs that encourage collaboration between students and professional engineers. The 2020 award cycle was canceled due to the COVID-19 pandemic, but NCEES encouraged programs to enter 2020 projects in the 2021 award cycle.

We received 48 entries for the 2021 competition, and the jury met virtually on June 15 to select the winners. The Milwaukee School of Engineering won the 2021 grand prize. Its Civil and Architectural Engineering and Construction Management Department. received the award for its project, *Sustainable Improvements for Guatemalan Cardamom Spice Dryers*. Seven other winners received awards of \$10,000 each.

We also held the fifth cycle of the NCEES Surveying Education Award. This award recognizes surveying programs that best reflect the organization's mission to advance licensure in order to safeguard the health, safety, and welfare of the public. As with the Engineering Education Award, the 2020 Surveying Education Award cycle was canceled in response to the pandemic.

The 2021 jury meeting was held virtually to protect the health and well-being of jurors and staff. Entries for the 2021 competition were due by May 21, and we received 17 entries. The jury met on June 24 and selected the Surveying Engineering Technology program from the University of Maine School of Engineering Technology to receive the \$25,000 grand prize. In addition, three programs received \$15,000 prizes and three programs received \$10,000 prizes.

Engineers Without Borders USA (EWB-USA)

NCEES is now in the final year of its three-year partnership with EWB-USA. This partnership includes a campaign to promote the value of licensure to EWB-USA's membership, which includes students, faculty advisors, mentors, and professionals.

We completed our second paid campaign, “Future Proof Your Career,” in fall 2020. These targeted ads on Facebook, Instagram, and LinkedIn reached more than 2 million people. They received almost 7 million impressions, which is the number of times that social media users were shown this content. The ads generated more than 17,000 clicks.

In February 2021, EWB-USA leveraged the excitement around DiscoverE Engineers Week to further promote this joint licensure campaign. Through its social media, targeted emails, and its website, EWB-USA shared important licensure information with its supporters and celebrated remarkable engineering feats. This campaign produced more than 430,000 impressions to help promote a career without limits.

We are now designing the Year 3 social media campaign, which will be targeted to young professionals and EWB-USA mentors. The summer 2021 campaign will run for approximately six weeks. We are also planning to include on-campus or virtual events geared toward undergraduate students in fall 2021.

Working with EWB-USA is giving us a greater reach than we have on our own, allowing us to promote licensure in new ways to new audiences.

Expanded outreach through SCORE

While NCEES has always contributed to the promotion of the surveying profession through our support of other organizations’ initiatives, we saw a need to expand our outreach efforts even more. In August 2020, we formally launched the SCORE initiative and hired a dedicated surveying marketing and outreach coordinator to promote the geomatics profession.

SCORE was created by a coalition of surveying organizations—including the National Society of Professional Surveyors and state surveying societies from Georgia, Maryland, North Carolina, Tennessee, and Virginia—to address recruitment in the geomatics profession, with an emphasis on increasing diversity. The NCEES board of directors supported this project and saw the need for this outreach not just on a regional level but also on a national level. The board approved funding for the SCORE initiative in August 2019, and we began developing a national marketing and outreach plan around this program.

Since August 2020, we have begun to gain traction in promoting the value of surveying licensure. We have also been able to bring more awareness about the surveying profession to increase the number of people entering the geomatics field.

Focus on virtual activities

In a typical year, we would attend many in-person events and career fairs to promote the value of engineering and surveying licensure. However, because of the pandemic, most of our marketing and outreach efforts have been virtual in 2020–21. We recently launched two initiatives to expand our virtual outreach.

NCEES introduced *Advance: An NCEES Podcast Series* in September 2020 to highlight professional engineers and surveyors across the country and their critical work helping safeguard the health, safety, and welfare of the public. Episodes of the monthly podcast are posted online at ncees.org/podcast. They are also available on Spotify, Stitcher, and Apple Podcasts.

We also started an Engineer and Surveyor Profiles series in 2020 to explore the benefits of licensure and how professional engineers and professional surveyors are working daily to safeguard the health, safety, and welfare of the public.

With these initiatives, we feature energetic, compelling, and unique licensed engineers and surveyors and their stories. We publicize new profiles and podcast episodes on our social media channels—including Facebook, Twitter, and LinkedIn—and on the NCEES website.

The organization updated its popular Speaker’s Kit in 2021 to adapt to changing needs. We released a prerecorded version of the Speaker’s Kit for engineers that can be used for virtual licensure presentations. Chief Operating Officer Davy McDowell, P.E., leads this presentation, which explains the process and value of licensure. Staff then direct a live virtual Q&A session to allow for a personalized experience and tailored information.

NCEES also worked with other organizations to increase our virtual outreach. We participated in other organizations' podcasts as guests to talk about our work at NCEES, including outreach initiatives and exam development. We participated in virtual expos of engineering and surveying societies to promote licensure and NCEES services.

In closing

While 2020–21 presented many challenges, we also enjoyed many successes. We continued to adapt to the unique needs of the COVID-19 pandemic. We experienced the satisfaction of making significant progress on many NCEES initiatives. I greatly appreciate the willingness of everyone involved in the work of NCEES—including NCEES and zone leadership, member boards, exam development volunteers, outreach volunteers, and staff—to adapt to new systems and processes this year. Your cooperation and commitment have brought NCEES through a difficult year and helped make it stronger.



Committee on Finances

Timothy Rickborn, P.E., Chair

ABSTRACT

The Committee on Finances was established under the NCEES *Bylaws* to study the financial needs of NCEES, recommend sources of income, recommend ways and means of securing adequate funds for the proper operation of NCEES, and assist the board of directors in financial matters. The committee reviews the previous year's budget performance and recommends the next year's budget.

The committee will propose six motions at the annual meeting. The first three motions relate to motions proposed by the 2019–20 committee that were tabled due to the pandemic. Motions four and five relate to the approval of the operating and capital budgets. The sixth motion is to modify an existing financial policy.

The motions begin on page 35.

CHARGES

Charge 1

Review the 2019–20 Finance Committee report and proposed motions. Confirm that the proposed motions should be brought forward at the 2021 annual meeting. Propose motions accordingly.

The committee reviewed and discussed the 2019–20 committee rationale for proposed motions to financial policies 3B, 5, and 8. The 2020–21 committee agrees that language needs to be added to reflect the current practice of the Council and recommends that the motions be brought forward with minor editorial revisions to some of the language previously proposed. The committee will present **Motions 1, 2, and 3** as a result of this charge.

Charge 2

Review the results of the 2019–20 financial audit and the current financial condition of the Council, including the recommended operating and capital budgets.

The committee reviewed and discussed the independent auditor's report and financial statements for the 2019–20 fiscal year. The committee noted that there were no concerns or irregularities identified in the audit report. The committee also reviewed the February financial statements for fiscal year 2020–21 and noted that the year-to-date results are unfavorable to the budget due to lower-than-anticipated exam volumes resulting from effects of the ongoing pandemic. The committee reviewed and discussed the current draft of the operating and capital budgets. The committee will present **Motions 4 and 5** as a result of this charge.

Charge 3

Continue to monitor the revenue and cost trends throughout the transition of all exams to computer-based testing (CBT).

The committee reviewed and discussed available data for all exams that have been converted to CBT. The volume trends for exam registrations; administered exams; scheduled exams; and rescheduled, canceled, and expired exam appointments were reviewed.

Prior to the pandemic, volumes for the Fundamentals of Engineering (FE) and the Fundamentals of Surveying (FS) exams appeared to be trending in a positive direction, with FE exam volumes rebounding to pre-CBT levels. The Principles and Practice of Surveying (PS) exam volume appeared to have stabilized after its transition to CBT. The Principles and Practice of Engineering (PE) exams that have transitioned to CBT were performing at or near anticipated volumes, but below pre-CBT volumes. The volumes for the remaining pencil-and-paper PE exams were exceeding budgets due to decoupling of licensure requirements in several jurisdictions and due to planned transitions of the remaining PE exams to the CBT format.

The pandemic has negatively affected volumes of all CBT and pencil-and-paper exams. For this reason, the committee focused much of its time on review of the pre-pandemic trends associated with administration of both pencil-and-paper exams and computer-based testing. The committee evaluated rebound trends for the various exams in which sufficient time has elapsed following an exam's transition.

With the largest PE exam (PE Civil exam) now scheduled to transition to CBT in 2022, the committee reviewed exam volumes and recovery rates for the FE Civil discipline. Based on historical recovery rates for the FE Civil exam and other PE exams that have already transitioned to CBT, it is expected that CBT volumes for the PE Civil exam may follow similar rebound trends. The committee is optimistic that the recovery to pre-CBT volumes for the PE Civil exam may exceed expectations since the majority of the examinee population would have taken the FE as a CBT exam.

The committee expects that, as the pandemic subsides, exam volumes will stabilize and may increase slightly due to renewed demand and availability. However, the committee concluded that there will likely continue to be uncertainty in overall exam volumes and revenue.

The committee discussed concerns associated with the potential long-term impacts associated with the pandemic. Further discussions are needed within the Council to develop a strategy for additional outreach activities to reengage potential examinees whose interest in licensure may have been affected by the pandemic. The committee recommends continued monitoring of trends as the remaining exams transition to CBT. Once all transitions are complete, the committee recommends that further study of revenue and cost information for each exam be undertaken by the Council.

The committee has no motions as a result of this charge.

Charge 4

Study the financial needs of the Council, recommend sources of income and ways and means of securing adequate funds for the proper operation of the Council, assist the board of directors in assessing the financial year's budget performance, and report these findings to the Council.

After reviewing the current financial condition of the Council, the committee concluded that current revenue streams appear to have generated adequate funds for the operation of the Council despite the significant loss in revenue associated with the pandemic. The committee also concluded that the Council currently has adequate reserve funds to satisfy the requirements of Financial Policy 1C for an exam breach, the annual operating budget, and funds available for the NCEES mission. The committee discussed the potential impact that variations in income and expenses may have on the reserves as a result of the ongoing pandemic and continued transition of exams to CBT, especially with next year's transition of the PE Civil exam. The committee recommends no changes at this time.

Charge 5

Recommend a 2021–22 budget for the board of directors to approve before it is presented to the Council for final approval at the annual meeting.

The committee reviewed and discussed the proposed income and expense budget for 2021–22. While there is much hope that the short-term disruptions resulting from the pandemic will soon lessen, the committee discussed that longer-term financial impacts may continue to be realized for the foreseeable future. The committee discussed current and budgeted CBT exam revenue and direct expenses. The proposed budget recognizes a significant drop in revenue and increase in expenses that will be realized as the Civil PE exam transitions to CBT in January 2022.

The committee noted that the proposed 2021–22 budget projects a loss from operations of approximately \$2 million. The committee concluded that a loss from operations is tolerable over a short period of time; however, compounded losses of this magnitude are not sustainable over longer periods of time. Exams are the primary source of revenue for the Council and must generate positive income to ensure that sufficient resources are available to the Council. This income is used to fund many programs and services that support the Council's mission and provide value to the member boards and the general public. This should be taken into account during future studies of exam revenues and costs, as recommended under Charge 3.

The committee did not recommend any changes to the proposed operating budget prepared by staff. Chief Financial Officer Joe Scheving, CPA, indicated that any significant changes to the operating budget that may arise prior to the annual meeting will be presented to the committee as staff continues to monitor ongoing conditions and anticipated exam demand for the next fiscal year. The committee also discussed the capital budget and recommended no changes.

The operating budget and the capital budget are included in **Appendices B and C** of this report.

Charge 6

Work with the Committee on Examinations for Professional Surveyors (EPS) to estimate exam fees if and when the PS examination transitions to multidivisional examination.

The EPS Committee is currently in the early stages of discussion regarding the development of a multidivisional PS exam to replace the current 6-hour computer-based PS exam. Some basic information regarding the proposed multidivisional exam was presented to the Finance Committee.

The information presented to the committee indicated that potentially there will be five examination components. Each examination may consist of 50 exam questions and 10 pretest questions, with the seat time estimated as 2.5 hours in length. The committee was provided an estimated cost per examination using input from the Council's exam consultants and staff.

Based on the committee's review of the preliminary information, the committee concluded that providing an estimate of exams fees to the EPS Committee would be premature at this time. However, the anticipated cost to the Council per examination component is \$278. The committee emphasizes that this is the anticipated raw cost of each exam under a multidivisional scenario and not the exam fee. Setting of fees for each multidivisional exam requires further study and discussions with the EPS Committee to ensure that reasonable margins are maintained.

This cost information has been forwarded to the EPS Committee and the board of directors. The committee recommends that this charge be continued next year as discussions regarding the development of the multidivisional exam continue.

Charge 7

Clarify that the maximum of \$500,000 amount total in Financial Policy 1, Council Funds, paragraph D is per year and not per organization.

The committee reviewed the minutes of the 2018 annual meeting in which the Tennessee engineering board made a motion to place a \$500,000 limit on funding to outside organizations by the NCEES board of directors. The approved motion resulted in the formation of Financial Policy 1D. The minutes provided a clear and accurate record of the original intent of the motion. The committee will present **Motion 6** to clarify that the total amount of all discretionary contributions that the NCEES board of directors is authorized to make may not exceed \$500,000 per fiscal year.

Respectfully submitted, the **Committee on Finances:**

Timothy Rickborn, P.E., Chair

Members

Steven Arndt, Ph.D., P.E.
Brian Berg Jr., P.E.
Brian Hanson, P.E.
Ivan Hoffman Jr., P.S.
Chun Lau, P.E., S.E.
Dale Sall, P.E.
Leonard (Joe) Timms Jr., P.E.
Sarah Tracy, P.E.

Ex officio

Brian Robertson, P.E.

Board liaison

Paul Tyrell, P.E., P.L.S.

Staff liaison

Joe Scheving, CPA

MOTIONS

Finance Motion 1

Move that Financial Policy 8 be amended as follows:

FP 8 Unbudgeted Expenditures

Necessary expenditures to carry on the business of the Council that are not in the current operating or capital budget shall have prior approval of either the chief executive officer, the president, or the treasurer for amounts up to ~~\$7,500~~ \$25,000. Expenditures of more than ~~\$7,500~~ \$25,000 and up to ~~\$15,000~~ \$50,000 shall have prior approval of two of the above persons, and expenditures in excess of ~~\$15,000~~ \$50,000 shall have the prior approval of the board of directors. Any expenditures not in the current budget shall be reviewed by the board of directors at its next meeting.

Rationale

The committee reviewed and discussed the 2019–20 committee rationale that the approval levels have not been revised since 2008 and that approval levels should be increased so that the Council's operations and capital needs would not be delayed should an emergency or other unanticipated expenditure occur. The 2020–21 committee agrees with the proposed increases and will bring the motion forward at the 2021 annual meeting.

Board of directors' position

Endorses, consent agenda

Finance Motion 2

Move that Financial Policy 3B be amended to add section 8 as follows:

FP 3 Travel Expenses

NCEES shall budget for and pay travel expenses for NCEES-funded meeting attendees as described below. NCEES shall also waive the registration fee for NCEES-funded attendees to the annual meeting and zone interim meetings but shall not pay the cost of optional functions that are not included in the registration fee. All authorized travel and reimbursements shall be in accordance with the NCEES travel policy. Unbudgeted international travel shall require authorization by the board of directors.

B. NCEES annual business meetings

1. Members of the current NCEES board of directors, incoming vice presidents, nominees for the incoming NCEES president-elect and treasurer positions, and past presidents. Registration fees shall be waived for a guest of each.
2. A minimum of three funded delegates from each member board as specified by the member board. Member boards must meet the *Bylaws* requirements for voting to receive the benefits of funded delegates.
3. Member board members who are attending their first annual meeting and who have been appointed to their board within 24 months before the annual meeting
4. The designated member board administrator (MBA) of each member board. When an MBA represents more than one board, the funding shall be for the designated MBA only and not for the assistant MBA or for member board staff. Member boards must meet the *Bylaws* requirements for voting to receive the benefits of a funded MBA.
5. Chairs of NCEES standing committees and task forces
6. NCEES service award recipients. Registration fees shall be waived for a guest of each.
7. Zone assistant vice presidents and zone secretary-treasurers

8. The NCEES representative to the ABET board of delegates, the alternate NCEES ABET representative, and the commissioners on the Engineering Accreditation Commission of ABET, the Engineering Technology Accreditation Commission of ABET, and the Applied and Natural Science Accreditation Commission of ABET

Rationale

The committee reviewed and discussed the 2019–20 committee rationale that, historically, the Council has funded the ABET representatives identified in paragraph 8 above. Therefore, the committee is moving to add this language to FP 3 to reflect the current NCEES practice of funding for these meetings.

The 2020–21 committee agrees that language needs to be added to reflect the current practice of the Council and will bring the motion forward with some minor editorial revisions to the language previously proposed.

Board of directors' position

Endorses, consent agenda

Finance Motion 3

Move that Financial Policy 5 be amended as follows:

FP 5 Guests of Annual Business Meeting

- A. The president is authorized to issue invitations to professional society presidents or presidents-elect, to professional society executive directors, to International Affiliate Organizations, and to Participating Organizations to attend the annual business meeting as guests of the Council. All or part of the registration and activity fee may shall be waived.
- ~~B. Each past president of the Council will be invited to attend the annual business meeting. Registration fees will be waived for each past president and his or her guest. Travel expenses will be funded for each past president.~~
- ~~C. The Council may pay the travel expenses of each award recipient and his or her guest to attend the annual business meeting.~~

Rationale

The committee reviewed and discussed the 2019–20 committee rationale that, historically, the Council has waived the registration fees of each professional society president and executive director. Therefore, the committee is moving to revise the language in FP 5A to reflect the current NCEES practice of waiving the registration fee.

The 2020–21 committee agrees that language in FP 5A needs to be revised to reflect the current practice of the Council and will bring the motion forward with some minor editorial revisions to the language previously proposed. The committee also discussed and concluded that the content of FP 5B and 5C are redundant with points 1 and 6 of FP 3B and should be removed to avoid confusion.

Board of directors' position

Endorses, consent agenda

Finance Motion 4

Move that the adoption of the 2021–22 operating budget as shown in **Appendix B** be postponed to the end of the last business session in order to take into account any subsequent actions adopted by the Council that may affect this budget.

Board of directors' position

Endorses, consent agenda

Finance Motion 5

Move that the adoption of the 2021–22 capital budget as shown in **Appendix C** be postponed to the end of the last business session in order to take into account any subsequent actions adopted by the Council that may affect this budget.

Board of directors' position

Endorses, consent agenda

Finance Motion 6

Move that Financial Policy 1D be amended as follows:

FP 1 Council Funds

- D. ~~The NCEES board of directors shall have the authority to contribute a maximum of \$500,000 annually for funding of nonprofit organizations. A full Council vote is required to approve contributions above that amount.~~

The NCEES board of directors shall have the authority to make discretionary contributions for funding requests to outside nonprofit organizations. The total amount of all discretionary contributions that the NCEES board of directors is authorized to make may not exceed \$500,000 per fiscal year. Any funding above \$500,000 is required to be voted on by the full Council.

Rationale

The committee believes that the existing language in Financial Policy 1D needs clarification to be in accordance with the intent of the Tennessee engineering board motion and the actions taken by the Council at the 2018 annual meeting. The committee will bring the motion forward to revise FP 1D to provide the needed clarification.

Board of directors' position

Endorses, consent agenda

[illegible]

APPENDIX A: OPERATING BUDGET SUMMARY

	2021–22 Proposed Budget	2020–21 Approved Budget
INCOME		
Support Services Revenue	565,375	576,430
Examination Services Revenue	26,671,481	27,853,307
Member Services Revenue	<u>5,067,267</u>	<u>7,540,582</u>
Total Income	<u>32,304,123</u>	<u>35,970,319</u>
EXPENSES		
General and Administrative	7,786,451	8,126,687
Meetings and Outreach Services	4,915,632	4,522,485
Examination Services	19,825,977	19,051,380
Member Services	<u>1,873,599</u>	<u>3,798,303</u>
Total Expenses	<u>34,401,659</u>	<u>35,498,855</u>
NET OPERATING INCOME	(2,097,536)	471,463
NONOPERATING ITEMS		
Interest and Investment Income	1,251,713	1,346,450
Other Income	<u>0</u>	<u>0</u>
NET INCOME	<u>(845,823)</u>	<u>1,817,914</u>

APPENDIX B: 2021–22 PROPOSED OPERATING BUDGET

SUPPORT SERVICES REVENUE

Member Board Fees	411,750
Participating Organizations Liaison Council (POLC) Fees	0
Annual Meeting Fees	74,375
Other Meeting Fees	65,250
Miscellaneous Income	14,000
Total Support Services Revenues	565,375

SUPPORT SERVICES OPERATING EXPENSES

Officer/Staff Travel

President	32,250
Past President	16,750
President-Elect	28,250
Central Zone Vice President	15,750
Northeast Zone Vice President	15,750
Southern Zone Vice President	15,750
Western Zone Vice President	15,750
Treasurer	14,750
Chief Executive Officer	49,000
Staff	31,005
International	52,000
Subtotal	287,005

Committee Travel and Expenses

Advisory Committee on Council Activities	16,500
Bylaws Committee	1,000
Finance Committee	16,000
Member Board Administrators (MBA) Committee	18,000
Law Enforcement Committee	16,000
POLC	14,000
Education Committee	19,000
Uniform Procedures and Legislative Guidelines Committee	16,000
Ad Hoc Committees	90,000
Subtotal	206,500

Annual Meeting

Staff Travel	56,857
Expenses	851,300
Publications	60,000
Award Recipient Travel	9,589
Awards and Presentations	10,616
Funded Delegate Travel	587,944
Subtotal	1,576,306

Board Presidents/MBA Assembly	73,983
MBA Meeting and Board Attendee	3,885
Zone Meeting Expenses	598,087
Meeting Registration Expenses	6,369

APPENDIX B: 2021–22 PROPOSED OPERATING BUDGET**Promotion and Outreach**

Engineering Education Award	146,875
Surveying Education Award	125,222
Discretionary Outreach	500,000
Licensure Outreach	458,500
Marketing	897,500
Newsletter	35,400
Subtotal	2,163,497

Total Meetings and Outreach**4,915,632****GENERAL AND ADMINISTRATIVE****Personnel and Human Resources**

Salaries	3,755,852
Payroll Taxes (FICA)	252,484
Payroll Insurance (State)	2,500
Group Insurance	393,426
Employee Retirement Fund	375,112
Recruiting	43,797
Employee Development	127,020
Subtotal	4,950,191

Office

Electricity	132,582
Water	12,384
Building Security	20,273
Building Maintenance	145,748
Cleaning and Ground Maintenance	244,911
Subtotal	555,898

Administrative

Postage	4,426
Supplies	36,038
Credit Card/Bank Fees	6,237
Administrative Printing	60,000
Strategic Planning	24,257
Noncapitalized Purchases	8,500
Subtotal	139,458

Technology Services

Communications	189,906
Equipment Lease/Rental	116,960
Software	175,852
Noncapitalized Purchases	96,739
Hardware Maintenance	13,000
Subtotal	592,457

Insurance and Bond

Travel	9,560
Building and Liability	12,224
Directors and Officers	20,403
Professional Liability	19,714
Workers' Compensation	19,918
Subtotal	81,819

APPENDIX B: 2021–22 PROPOSED OPERATING BUDGET**Dues and Professional Fees**

ABET Dues and Meetings	24,538
Federations of Associations of Regulatory Boards	8,765
Alliance for Responsible Professional Licensing	52,700
Other Memberships and Dues	10,626
Legal Fees	65,000
Audit and Payroll Fees	58,197
Lobbying	100,000
Other Professional and Consulting Fees	163,724
Subtotal	483,550

Depreciation and Interest

Interest Expense	6,212
Equipment and Furniture Depreciation	558,356
Building Depreciation	418,510
Subtotal	983,078

Total General and Administrative Expenses**7,786,451****TOTAL SUPPORT SERVICES OPERATING EXPENSES****12,702,083****GAIN/(LOSS) FROM SUPPORT SERVICES****(12,136,708)****EXAMINATION SERVICES OPERATING REVENUE
EXAMINATIONS**

Fundamentals of Engineering	11,238,750
Principles and Practice of Engineering	10,703,376
Structural Engineering	1,008,000
Fundamentals of Surveying	301,601
Principles and Practice of Surveying	225,138
Examination Regrading	1,500
Subtotal	23,478,365

STUDY MATERIALS

Publication Sales	2,335,003
Postage and Shipping Revenue	858,113
Subtotal	3,193,116

TOTAL EXAMINATION SERVICES OPERATING REVENUE**26,671,481****EXAMINATION SERVICES OPERATING EXPENSES
EXAMINATIONS**

Fundamentals of Engineering	
Computer-Based Testing (CBT) Seat Fees	7,789,556
Contracted Services	875
Psychometric Consulting Services	393,975
Travel	188,758
Subtotal	8,373,164

APPENDIX B: 2021–22 PROPOSED OPERATING BUDGET

Principles and Practice of Engineering

CBT Seat Fees	2,989,319
Contracted Services	29,900
Psychometric Consulting Services	908,750
Printing	143,455
Travel	549,618
Subtotal	4,621,042

Structural

Contracted Services	2,500
Psychometric Consulting Services	88,000
Grading	83,200
Printing	27,145
Travel	329,771
Subtotal	530,616

Fundamentals of Surveying

CBT Seat Fees	208,031
Contracted Services	550
Psychometric Consulting Services	38,625
Travel	13,324
Subtotal	260,530

Principles and Practice of Surveying

CBT Seat Fees	108,705
Contracted Services	575
Psychometric Consulting Services	44,713
Travel	16,655
Subtotal	170,648

Committee Travel and Expenses

Examination Audit Committee Travel	23,399
Examination Audit Psychometric Services	8,000
Committee on Examination Policy and Procedures (EPP) Travel	17,159
Committee on Examinations for Professional Engineers (EPE) Travel	33,947
EPE Psychometric Services	14,760
Committee on Examinations for Professional Surveyors (EPS) Travel	24,990
EPS Psychometric Services	20,100
Subtotal	142,355

Examination Materials and Shipping

Freight and Shipping	71,200
Printing and Distribution	53,400
ADA Consulting Expense	141,128
Meeting Registration Fees	9,551
Subtotal	275,279

Examination Development

Principles and Practice of Engineering Development—Cut Scores	89,155
Principles and Practice of Engineering Task Analysis	308,659
Principles and Practice of Surveying Task Analysis	90,250
Subtotal	488,064

Total Examination Expenses

14,861,698

APPENDIX B: 2021–22 PROPOSED OPERATING BUDGET**STUDY MATERIALS**

Publication Printing Expense	459,818
Digital Product Expense	50,000
Postage and Shipping Expense	858,113
Total Study Materials Expenses	1,367,931

OTHER DIRECT EXPENSE

Salaries (Direct)	2,330,515
Payroll Taxes (Direct)	173,435
Benefits and Retirement (Direct)	536,013
Credit Card Processing (Revenue Ratio Allocation)	516,503
Compliance and Security	39,882
Total Other Direct Expenses	3,596,348

TOTAL EXAMINATION SERVICES OPERATING EXPENSES**19,825,977****GAIN/(LOSS) FROM EXAMINATION SERVICES****6,845,504****MEMBER SERVICES OPERATING REVENUE****EXAM ADMINISTRATION SERVICES REVENUES**

Exam Administration Fees	282,800
--------------------------	---------

NCEES RECORDS/CREDENTIALS EVALUATIONS SERVICES REVENUES

Application Fees—Records	1,453,964
Transmittal Fees—Records	2,398,653
Application Fees—Credentials	908,950
Reevaluation Fees—Credentials	22,900
Total Records/Credentials Revenues	4,784,467

TOTAL MEMBER SERVICES OPERATING REVENUE**5,067,267****MEMBER SERVICES OPERATING EXPENSES****EXAM ADMINISTRATION SERVICES EXPENSES**

Site Rentals	312,732
Proctor Expense	120,000
Security Guards	10,424
Secure Storage	46,910
Supplies/Miscellaneous	5,838
Postage and Shipping	1,208
Printing	3,704
Travel	9,402
Training	0
Total Exam Administration Services Expenses	510,218

NCEES RECORDS/CREDENTIALS EVALUATIONS SERVICES EXPENSES

Postage and Shipping	1,000
Travel/Audit—Credentials	4,700
Electronic Transcript Services	5,000
Total Records/Credentials Expenses	10,700

APPENDIX B: 2021–22 PROPOSED OPERATING BUDGET**OTHER DIRECT EXPENSE**

Salaries (Direct)	973,765
Payroll Taxes (Direct)	72,492
Benefits and Retirement (Direct)	201,563
Credit Card Processing (Revenue Ratio Allocation)	104,861
Total Other Direct Expenses	<u>1,352,681</u>

TOTAL MEMBER SERVICES OPERATING EXPENSES**1,873,599****GAIN/(LOSS) FROM MEMBER SERVICES****3,193,668****OPERATION TOTALS****TOTAL REVENUES****32,304,123****TOTAL EXPENSES****34,401,659****GAIN/(LOSS) FROM OPERATIONS****(2,097,536)****NONOPERATING ITEMS****INTEREST AND INVESTMENT INCOME**

Interest and Investment Income

1,251,713**GRAND TOTALS****(845,823)**

APPENDIX C: 2021–22 PROPOSED CAPITAL BUDGET

CAPITAL PURCHASES/LEASES

Equipment

Security Cameras	\$	10,000
Miscellaneous Furniture, Fixtures, and Equipment	\$	10,000
	\$	20,000
TOTAL	\$	20,000



Advisory Committee on Council Activities

Kelly Fedele, P.E., P.S., Chair

ABSTRACT

The Advisory Committee on Council Activities (ACCA) provides advice and briefing to the president and the NCEES board of directors on new policy issues, problems, and plans that warrant preliminary assessment of policy choices and procedures not yet assigned to a standing committee or involving several existing committees. ACCA used Basecamp to conduct the preliminary work on the charges for 2021 and held two virtual meetings through Zoom in January 2021 to finalize the work done prior to the meeting and to make recommendations to the Council.

ACCA was assigned five charges. ACCA will present three motions from the 2019–20 ACCA report; in addition, it developed two motions for 2021 and has one recommendation. The recommendation from 2019–20 was addressed as a charge this year. **The motions begin on page 49.**

CHARGES

Charge 1

Review the 2019–20 ACCA report and proposed motions. Confirm that the proposed motions should be brought forward at the 2021 annual meeting. Propose motions accordingly.

ACCA conducted a thorough review of each charge that resulted in a motion on the 2019–20 committee report. After this review, ACCA determined that the report and proposed motions should be brought forward to the Council at the 2021 annual meeting. ACCA will present **Motions 1, 2, and 3** as a result of this charge.

Charge 2

Review Administrative Policy (AP) 12, Awards, to determine if the number of Distinguished Examination Service Awards should be limited each year. Recommend revisions, if necessary, for Council adoption.

Background

The committee was asked to evaluate if nominations are received from all exam committees and if there are disparities between nominations from larger and smaller committees. The committee was also asked to recommend a target number, or limit, on the number of annual award winners.

Discussion

The subcommittee determined that there are approximately 964 exam committee volunteers. Five awards were presented in 2020, which represented 1 percent of the active exam volunteers. This number of awards is representative of, if not a bit higher than, historical numbers. It does not indicate a potential devaluation of the award significance. Not all nominees are selected for awards. There is a concern that committees with a larger number of volunteers (e.g., PE Civil and FE) might get a disproportional number of award recipients. However, these committees have discipline-specific subcommittees, which in many cases brings the numbers in each committee/subcommittee into alignment.

Exam committee chairs and NCEES member boards are allowed to make nominations for the award. The Committee on Examinations for Professional Engineers (EPE) and Committee on Examinations for Professional Surveyors (EPS), member boards, and all exam development committee chairs are notified of the award process annually. Several reminder emails are sent to notify them of the approaching deadline.

ACCA believes the current nomination process for the Distinguished Examination Service Award adequately identifies and selects appropriate numbers of award winners.

Charge 3

Consider creating a Past Presidents Committee that would be available as a resource to all committees, task forces, and NCEES staff.

Background

NCEES is fortunate to have a significant number of past presidents who are still active in the Council. These individuals are very knowledgeable about the history, operations, successes, failures, and governance of NCEES. It would be beneficial to be able to use this knowledge in order to have the Council operate more effectively and efficiently in the future.

Discussion

There was significant correspondence between subcommittee members concerning creation of a new committee composed entirely of past president members. This committee in theory would be available to act as a resource to other committees or task forces. It is unclear exactly how this Past Presidents Committee would be requested to provide information, assigned charges, conduct meetings, or be expected to perform in general. NCEES currently has ACCA, which almost always includes a number of past presidents and is given charges that don't neatly fit into other standing committees' charges. After considerable thought, the committee decided that the more desirable and more effective way to use the experience and knowledge of NCEES past presidents would be to assign one past president to each standing committee and task force if a past president were available and willing to serve. The past president position on the committee or task force would be as a full voting member of the committee or task force and would not take the place or satisfy any of the existing member requirements. The past president could be from any zone in the Council and could be a professional engineer or professional surveyor. If a past president were not available to serve on a particular committee and task force, that position would be left vacant.

ACCA will present **Motion 4** as a result of this charge.

Charge 4

Review Bylaws 7.02, Advisory Committee on Council Activities, to determine if the committee should include two members from each zone or have at least one. Recommend revisions if appropriate.

Background

In 2018, each standing committee was charged with reviewing its committee details stated in the *Bylaws*. ACCA revised its definition in 2018 to include a professional surveyor and a member board administrator (MBA). History has held that at least two members from each zone are included, but this number is not defined.

Discussion

Bylaws 7.02 states that ACCA shall be made up of the chair and members from each zone. This wording obviously requires that each zone be represented but does not specify an exact number. Most NCEES standing committees (with the exception of two others) specify an exact number of members (either one, two, or three) from each zone. The charge before this committee was to look at only ACCA.

The question is, is it acceptable for ACCA to be different from most other committees, or should the *Bylaws* specify that a certain number of members (say, two) from each zone are required for the committee?

Bylaws 7.01 says, "The composition of committees should reflect the diversity of Council membership." This should take care of the concern about whether or not we should add more members simply to satisfy diversity issues. Diversity is a requirement regardless of number of members. ACCA already must include an engineer, a surveyor, and an MBA, so that particular diversity issue is covered. It would be the responsibility of the incoming president to make sure other diversity issues are covered, in accordance with *Bylaws* 7.01. This issue, therefore, is not part of the committee's charge.

ACCA is a unique committee in and of itself. It is commonly and unofficially known as the "president's committee" because of the nature of the issues and charges that come before it. Because of this, there is a certain amount of discretion afforded the incoming president relative to the makeup of the committee. Typically, individuals who have been around NCEES for a number of years and have served in NCEES leadership are chosen for the committee due to the need for institutional knowledge.

That being said, the committee is not exclusively comprised of those types of people, and other members are assigned in order to bring newer thought to ACCA charges. In recent years, ACCA has included two members from each of the four zones, although this is not specifically required. As a result of its discussions, ACCA will present **Motion 5** to amend the *Bylaws* to incorporate this change.

ACCA recommends that a future charge be given to the two standing committees that do not have a *Bylaws* definition that includes the exact number of members from each zone—the Committee on Uniform Procedures and Legislative Guidelines and the Committee on Law Enforcement. Each committee should be charged to consider whether or not a specific number is prudent for it.

Charge 5

Determine if the NCEES Travel Policy should be included as part of the financial policies in the Manual of Policy and Position Statements. Recommend revisions if appropriate.

Background

The 2019–20 Committee on Finances was charged to review a portion of the *NCEES Travel Policy*. During its discussion, the committee suggested that the policy be incorporated into or referenced within the financial policies in the *Manual of Policy and Position Statements* and that the suggestion be addressed in a future charge to the committee. Currently, the board of directors reviews and updates the travel policy when revisions are needed.

Discussion

After ACCA's first review of the charge, the committee felt that the policy was referring to money that is used for travel that comes out of the NCEES annual budget. Making this policy a part of the manual that is approved at each annual meeting initially made sense. However, placing the travel policy in the manual means that it can be changed only once per year at the annual meeting, when the Council votes to approve changes to the manuals. This would take away the board of directors' authority and responsibility to make changes when necessary.

According to former Chief Financial Officer Betsy Pearson, CPA, the types of changes that are sent to the board of directors for approval are items that come from Finance Department staff based on what they are experiencing with expenses, receipts, and travel. If they come across trends that need to be addressed, they forward those concerns and suggestions to the chief executive officer so that he can take it to the board of directors at its next regularly scheduled meeting for implementation. In a non-COVID-19 year, NCEES spends up to \$4 million on travel and expenses. Staff needs to be able to manage any issues as they come up throughout the year. The travel policy is viewed as a product of day-to-day business operations; to wait until the annual business meeting to address and make changes that are approved by the board of directors would not be efficient.

ACCA does not think that it is practical to remove the flexibility of the board of directors by placing the travel policy inside a manual that is unwieldy to change quickly. The board of directors is elected by the membership, so there should be a high degree of trust by the members to allow the board of directors to make certain decisions on an as-needed basis.

Respectfully submitted, the **Advisory Committee on Council Activities**:

Kelly Fedele, P.E., P.S., Chair

Members

Michael Conzett, P.E.
Gene Dinkins, P.E., P.L.S.
John Mettee III, P.L.S.
James Purcell, P.E.
Muhammad Qureshi, Ph.D., P.E.
Andrew Ritter
Marlon Vogt, P.E.
David Whitman, Ph.D., P.E.

Consultant

Daniel Turner, Ph.D., P.E., P.L.S.

Board liaison

Christopher Knotts, P.E.

Staff liaison

Donna Moss, SHRM-CP, PHR

MOTIONS

ACCA Motion 1

Move that Administrative Policy 19 be adopted as follows:

AP 19 Representatives to the International Engineering Alliance (IEA) and Related Organizations

- A. NCEES shall be represented at IEA and related organizations by the president, president-elect, and chief executive officer. The president may, subject to approval by the board, appoint substitute representatives.
- B. All travel expenses shall be funded in accordance with Financial Policy 3 and the NCEES Travel Policy.
- C. When seeking election or reelection to an office or an appointment to a committee or working group of IEA or related organizations, an individual must first obtain approval of the NCEES board of directors.

Rationale

As detailed in the discussion in Charge 1, ACCA feels that a policy needs to be added to the *Manual of Policy and Position Statements* to clarify the process for appointing representatives who attend meetings of and/or seek office with IEA and related organizations. It presented the NCEES board of directors with its specific recommendations. After receiving feedback from the board of directors, it decided to propose the language shown above.

Board of directors' position

Endorses, consent agenda

ACCA Motion 2

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* 3.021 and 3.022.

Section 3.021 Associate Members. An Associate Member of NCEES shall be a designee of a Member Board, but not a member of a Member Board, who is appointed by the NCEES Board of Directors as an Associate Member of NCEES.

Recommendations for associate members of NCEES shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Associate Members of NCEES shall have the privilege of the floor ~~upon approval of the presiding officer~~ and may serve on any committee to which duly appointed under the *Bylaws*. Associate Members are eligible to hold the elective office of zone Secretary-Treasurer but are not eligible to serve on the NCEES Board of Directors.

Section 3.022 Emeritus Members. An Emeritus Member of NCEES shall be a person who is a former member of a Member Board who is duly recommended by that Member Board and approved by the NCEES Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Emeritus Members of NCEES shall have the privilege of the floor ~~upon approval of the presiding officer~~ and may serve on any committee to which duly appointed under the *Bylaws*.

Rationale

Associate members are currently active in the Council and, through their attendance at the annual meeting, have the ability to participate and contribute to the discussion. Emeritus members are granted the privilege of the floor without having to request permission from the presiding officer. As past board members, they have a knowledge of the Council and some historical perspective. Their best interest should align with the Council's. If someone who is not a member, associate member, or emeritus member requests to speak, it should be up to the presiding officer to decide if that individual will be allowed the floor.

Board of directors' position

Endorses, consent agenda

ACCA Motion 3

Move that the appropriate committee be charged with incorporating the following language into the appropriate place within Examination Administration Policy 8.

EAP 8 Release and Use of Examination Results

All NCEES exam irregularities should be evaluated by NCEES with regard to invalidation of exam results. If a candidate fails to comply with the conditions stated in the *NCEES Examinee Guide*, then NCEES will have the authority to invalidate exam results and, furthermore, shall have the authority to suspend a candidate's ability to take an NCEES exam for up to three years. If deemed appropriate, NCEES shall also have the right to pursue additional restrictions on future testing, civil remedies, and/or criminal remedies.

Rationale

Making these changes will provide consistency in determining exam invalidation for examinees who violate the exam rules provided in the *NCEES Examinee Guide*. Member boards will no longer have to shoulder the responsibility for conducting investigations into exam irregularities. They will still be informed of the identity of any examinee whose results are invalidated, and the reason for invalidation will be noted in the NCEES Enforcement Exchange database.

If the Council approves the revision to EAP 8, the *NCEES Examinee Guide*, *Investigation and Enforcement Guidelines*, and *Security and Administrative Procedures Manual* will also be updated accordingly.

Board of directors' position

Endorses, consent agenda



Committee on Education

Wendy Amann, P.E., Chair

ABSTRACT

The 2020–21 Committee on Education met four times virtually to discuss and address its charges: September 23, 2020; November 9, 2020; December 8, 2020; and January 27, 2021.

The committee was assigned eight charges. The charges relate to future education standard requirements for licensure, the NCEES Engineering Education Award and NCEES Surveying Education Award, developing a primer regarding Washington Accord signatories, reviewing the *Model Rules* and the *Continuing Professional Competency (CPC) Guidelines* with respect to continuing professional development, and other engineering and surveying education-related issues. The committee also reviewed the 2019–20 report and motions.

The committee developed four motions in 2019–20, and the current committee believes these to be valid and will bring them forward as motions. The 2020–21 committee added two motions, for a total of six motions.

The motions begin on page 57.

CHARGES

Charge 1

Review the 2019–20 Education Committee report and proposed motions. Confirm that the proposed motions should be brought forward at the 2021 annual meeting. Propose motions accordingly.

The Education Committee reviewed last year’s committee motions and agreed that they should be brought forward to the Council with no changes. The committee is presenting them as **Motions 1–4**.

Charge 2

Evaluate the NCEES Engineering Education Award and the NCEES Surveying Education Award by reviewing the 2019 award cycles and previous award recipients’ successes and recognitions as described in the 2018–19 and 2019–20 Education Committee conference reports. Recommend revisions as appropriate.

Engineering Education Award

Because of the COVID-19 pandemic, the 2020 Engineering Education Award was canceled. After extensive discussion between committee members via Basecamp and after reviewing survey results from various schools and past participants, the committee reached a consensus that the 2021 awards should proceed this year. Chief Operation Officer Davy McDowell, P.E., the committee’s staff liaison, reported this to the board of directors on November 6, 2020. The board approved the awards’ moving ahead. Depending on the number of submissions, the criteria may have to be adjusted. It was noted that NCEES should send a personal invitation to those who responded to the survey.

Surveying Education Award

Because of the COVID-19 pandemic, the 2020 Surveying Education Award was canceled. The committee discussed the 2021 award and decided to push forward with the award (see Engineering Award discussion above). For the surveying award, this committee recommends that next year’s Education Committee be charged with reviewing the award and updating it as needed. This review would be held after the fifth cycle of the award, as per the original intention when it was established.

Charge 3

Establish definitions for the following terms used in Model Rules related to continuing professional competency: self-study, independent study, and group study. Recommend revisions to the Committee on Uniform Procedures and Legislative Guidelines (UPLG) for incorporation into the Model Rules. Review the CPC Guidelines, which currently says that self-study is not allowed. Update as appropriate.

The committee reviewed the *Model Law* and *Model Rules* and determined that the terms “self-study,” “independent study,” and “group study” are not defined. Some ambiguity can be seen as currently written, especially when comparing the *Model Rules* and *CPC Guidelines*. The committee discussed adding definitions to the model documents. It also noted that given the current pandemic situation with so much of our work and communications being done virtually, allowing self-study and independent study is critical. The committee checked with various agencies and associations for other definitions of self-study, independent study, and group study. There was not much to review. The committee discussed various board interpretations and current practices. The discussion came down to documented versus undocumented. If all study is documented, it can be counted. After these discussions, it was suggested that a change should be made.

The committee accepted the following proposed change to Section 240.30 C:
Successful completion of short courses, tutorials, webinars, and distance-education courses offered for documented individual or group study. The method of delivery can be through

- Face-to-face programs or live internet-based programs
- Archived prerecorded programs or archived correspondence programs.

Because the UPLG Committee already had a motion regarding *Model Rules* 240.30 C, Qualifying Activities, the revisions were sent to UPLG to consider. UPLG agreed and will present a motion to this effect.

Charge 4

Review the CPC Guidelines, Model Law, and Model Rules to determine if any changes need to be made in light of the increased growth of virtual learning as opposed to face-to-face seminars.

This charge is somewhat related to Charge 3. The committee wanted to verify if any wording is not acceptable in the current pandemic and post-pandemic world. The committee determined that the current language in the *CPC Guidelines* is broad enough to address pandemic and post-pandemic concerns. There are mechanisms in place to allow flexibility without any changes. Online delivery is more prevalent due to the pandemic, but that is not limited in the guidelines and, therefore, does not present a concern. Best practices include various delivery methods, but the key is to get suitable documentation.

The committee did feel that even though the guidelines and model documents do not hinder virtual learning, revisions are needed in the guidelines for clarification on the different modes of delivery of courses and clarification on recordkeeping. The revisions to the *CPC Guidelines* are to add a new section, Modes of Delivery, and to replace the current Recordkeeping section with the language shown below. These revisions will appear in the next publication of the *CPC Guidelines*.

Modes of Delivery

Courses and technical seminars may be presented/delivered through several different modes:

- Live, in-person courses or presentations—Both presenter/instructor and attendees are present in the same physical location. This mode provides an opportunity for direct interaction between course/seminar participants.
- Virtual, synchronous courses or presentations—Attendees are located remotely from the presenter/instructor, but the activity is conducted live over the internet or remote conferencing connection. This mode may or may not provide for interaction between the participants.
- Virtual, asynchronous courses or presentations—Content is archived for access via the internet by remote participants. There is no direct interaction between participants, but there may be communication with the instructor/presenter concerning the course/presentation content or course assignments.
- Hybrid courses—These are a combination of in-person and virtual learning modes. The attendees are expected to access archived material outside of class meetings, with the in-person sessions utilized for discussion and active learning activities.

Recordkeeping

As stated in the *Model Rules*, the requirement to maintain adequate records is the responsibility of the licensee. Licensing boards may conduct audits of licensees for verification purposes. Licensing boards should clearly state in their statutes and instructions that licensees are responsible for obtaining the requisite documentation at the time of attendance/participation to verify the licensee’s participation and completion of the CPC course or activity in case the licensee is selected for audit. The *Model Rules* states that records required include but are not limited to the following:

- A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDHs earned. This log provides specific information on each CPC activity in which PDH credit is claimed. For example, it is not acceptable to simply state, "Attending educational activities at ABC Company." Specific information on each activity is required. The log permits the proper reporting of the CPC activities at the time of renewal.
- Documentation that verifies the nature of the professional development activity and the number of PDHs claimed. The general rule is that the licensee must have sufficient verification for credits claimed. Documentation can be any physical evidence that provides this verification. Documentation must be provided by the activity provider; documentation created by the licensee is not acceptable. Examples of appropriate documentation are as follows:
 - Courses or seminars—certificates, transcripts, registration receipts
 - Courses taught—course syllabus, copy of published course schedule
 - Publications—preprint copy, copy of book or chapter title page
 - Patents—copy of patent
 - Professional societies—letter from organization verifying service
 - Standards setting—letter from organization verifying service
 - Outreach—letter from sponsor or published program

This list is not exclusive, but any documentation must be of a form that can be independently verified and will withstand the scrutiny of an audit.

Certainly, activities that are of a longer duration (such as over an hour) should have verification. On occasion, it is recognized that short activities, such as a meeting of a technical or professional society, might include a 30-minute presentation for which verification is not provided in the meeting. This should be an unlikely exception.

Licensees may use the NCEES CPC Tracking system to log courses, upload documentation (certificates, verification of attendance, etc.), list learning objectives, compare to the NCEES CPC Standard, and track real-time against jurisdictional requirements.

Though not specifically related to virtual learning, a professional society member asked if standards development could be considered continuing education. The committee discussed this and decided it would be acceptable if documented per the recordkeeping requirements of the *CPC Guidelines*. The committee will present **Motion 5** to charge the UPLG Committee with incorporating these changes into *Model Rules 240.30 D*.

Charge 5

Consider the development of a program, possibly similar to the NCEES Engineering and Surveying Education Awards, that focuses on K–12 education. Make recommendations to the board of directors if appropriate.

Does NCEES need to develop a new program or join an existing program? The committee discussed this question and the types of existing outreach programs are available to join. K–12 programs may need volunteers more than they need financial assistance. The committee discussed whether NCEES could provide continuing education credits for licensees involved in programs but noted that NCEES model documents already allow 1 hour of outreach activities for continuing education credits, up to a maximum of 3 professional development hours (PDHs) per year. There is some disagreement among various jurisdictions on whether outreach really improves the engineer.

This charge resulted from a recommendation from the 2019–20 Public Affairs Task Force. This year's Education Committee had further discussions about the driving force behind the recommendation from the task force. Committee member Kathy Hart, who was part of the task force, said that the task force's intention was to address inner-city, rural, and economically and socially disadvantaged areas—mainly underserved populations. She said that the discussion was more of a brainstorming discussion and was not fully developed. The committee noted that per the discussions with Lance Kinney, Ph.D., P.E, the Public Outreach Task Force chair, the program could be a hybrid between a new NCEES program and a scholarship/awards program that could reach underserved groups. He also discussed the possibility of getting recommendations from the state boards on which groups would best be served by such.

The Education Committee's consensus was that it will be a challenge set up something new, especially for targeted areas and in the middle of a pandemic. It agreed that there are a number of existing programs and that NCEES should maintain a focus on its mission of safeguarding the health, welfare, and safety of the public.

The committee recommends creating a list of the organizations and societies that support outreach for K–12 students and for NCEES to let them know that it has support funding available if they would like to apply. It could be considered a donation, and it would go toward those who reach out and apply. This might evolve into a scholarship program rather than an awards program.

The committee recommends that NCEES not work on developing a new program.

Staff liaison McDowell noted that the board of directors has funding available to support initiatives like this. The committee recommends that the Public Affairs staff investigate what is currently being offered and bring back to the board of directors recommendations of potential programs to sponsor. The committee recognizes that there is a need and agreed something should be pursued by NCEES staff.

Charge 6

Consider moving paragraph C of Examination Administration Policy (EAP) 5 to the appropriate position statement rather than to be included in an exam policy.

In reviewing EAP 5, the committee agreed that paragraphs B and C are out of place since they are not associated with the offering of examinations by member boards. The committee feels that those two items are better suited to be part of the position statement on the use of the fundamentals exams for outcomes assessment. The committee determined that Position Statement (PS) 15 would be the appropriate policy in which to place the paragraphs from EAP 5. The committee also decided that PS 15 should include the Fundamentals of Surveying (FS) exam. **Motion 6** shows the recommended revisions to EAP 5 and PS 15.

Charge 7

Review the process of how programs become denoted as Washington Accord programs. Prepare a document for dissemination to the member boards for their possible use.

After discussions, a subcommittee of members agreed to delve into the Washington Accord in greater detail and provide a document to disseminate the information to member boards. The subcommittee reviewed the original November 2005 NCEES memo to member boards outlining concerns with accepting Washington Accord programs as equivalent. Because NCEES already has a process for reviewing degrees from non-ABET-programs, the group does not feel it is necessary (or possible) to provide direction to the member boards on accepting Washington Accord applicants. There is not a backlog for credentials evaluations, and all are processed in a timely manner. Most boards are limited in what they can accept due to legislation. The committee feels that the information contained in the appendix will help boards conclude whether to accept Washington Accord-designated programs or if applicants should go through the NCEES Credentials Evaluations process. This is not as much of a barrier as perceived by some. The document is included in this report as an appendix.

The committee recommends that the NCEES board of directors approve the memorandum to be sent to each board to use as needed. This document will supersede previous information and help clarify the situation regarding Washington Accord programs.

Charge 8

Review the NCEES Engineering and Surveying Education Standards. Propose revisions, if necessary, to the Council for approval at the annual meeting.

The group discussed if any changes were needed in the Engineering Education Standard or the Surveying Education Standard. International applicants, if they fall short, are usually deficient in humanities or general education. Some states have processes to review. Various boards work with applicants to ask for more coursework.

Though the NCEES standard is no longer in sync with ABET in terms of general education or basic sciences, the committee feels like the current standards are sufficient and suggests no revisions.

Wendy Amann, P.E., Chair

Alejandro Angel, Ph.D., P.E.
Teresa Helmlinger-Ratcliff, Ph.D., P.E.
Steven Hyde, P.S., P.S.M.
Michael Kelly, P.E.
Timothy Platz, P.S.
Sean St. Clair, Ph.D., P.E.
Garth Thomas Jr., P.E.
Lisa VanDenBerg, P.E.

Steven Barrett, Ph.D., P.E.
David Beasley, Ph.D., P.E.
Joseph Flynn, L.S.
Kathy Hart
Michelle Roddenberry, Ph.D., P.E.

Michael Drewyor, P.E., P.S.

Davy McDowell, P.E.

Education Motion 1

240.30 Continuing Professional Competency

PDHs may be earned as follows:

1. Successful completion of college courses
2. Successful completion of short courses, tutorials, webinars, and distance-education courses offered for self-study, independent study, or group study and through synchronous or asynchronous delivery methods such as live, correspondence, archival, or the Internet
3. Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, conferences, or educational institutions
4. Teaching or instructing in 1 through 3 above
5. Authoring published papers, articles, books, or accepted licensing examination items
6. Active participation in professional or technical societies or in accrediting organizations
7. [Patents-Obtaining a patent](#)
8. Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering professions that involve K–12 or higher education students

The work required to obtain a patent is usually typically part of a team. Usually, the work is engineering or surveying related. The committee feels that the efforts to obtain a patent are qualifying activities for PDHs. The current language simply states, “patent,” and this motion corrects the language to be an action similar to the other items in section C.

Endorses, consent agenda

[illegible]

Education Motion 2

Move that the UPLG Committee be charged with incorporating the following language into *Model Rules* 240.30 E:

240.30 Continuing Professional Competency

E. Determination of Credit

The board has final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit.

1. Credit for college or community college approved courses will be based upon course credit established by the college. The Carnegie definition of a contact hour is based upon a minimum of 15 class meetings. Thus, a unit of credit equates to 3 hours of student work per class (1-hour lecture plus 2 hours of homework or 3 hours of lab) for 15 classes.
2. Credit for qualifying seminars and workshops will be based on 1 PDH for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDHs for the actual time of each program.
3. Credit determination for activities in subsections D.6 and D.8 is the responsibility of the licensee (subject to review as required by the board).
4. Credit for activity in subsection D.7, active participation in professional and technical societies (limited to 2 PDHs per organization), requires that a licensee serve as an officer and/or actively participate in a committee of the organization. PDHs are not earned until the end of each year of service is completed.

Rationale

Member boards treat professional development hours earned through college courses differently. Some follow the *Model Rules*; others define the number of hours based on contact hours. The committee feels that the current *Model Rules* addresses PDHs accurately and is providing the amendment above to help clarify why one semester hour is equal to 45 professional development hours.

Board of directors' position

Endorses, consent agenda

Education Motion 3

Move that Position Statement 7 be revised as follows:

PS 7 Evaluation of Applicants with Degrees in Technology

~~NCEES recommends that all member boards of licensure, whose statutes do not otherwise prohibit, be encouraged to observe and adhere to the following criteria for the examination of educational qualifications of applicants for licensure, or license, as professional engineers and surveyors:~~

- ~~A. Graduates of Engineering Technology Accreditation Commission of ABET (ETAC/ABET) accredited, four-year baccalaureate programs in engineering technology may be granted a maximum of two years of educational credit toward professional engineering licensure and four years of educational credit toward professional surveying licensure if the board determines that the degree contains prescribed surveying courses.~~
- ~~B. Applicants who entered ETAC/ABET accredited, four-year baccalaureate programs in engineering technology but did not complete requirements for the four-year baccalaureate degree may be given consideration for educational credit on a prorated basis of one-half year for each year satisfactorily completed, up to a maximum of two years' credit.~~
- ~~C. Graduates of non-ETAC/ABET accredited, four-year baccalaureate programs in engineering technology may be granted a maximum of one year of educational credit.~~

PS 7 Bachelor of Science Degree in Engineering Technology

NCEES recommends that the boards of licensure require any applicant who has a degree in engineering technology, who applies for engineering licensure in any jurisdiction of the United States, and who has not previously been licensed to practice by one of the boards of licensure be required to first demonstrate that he or she possesses at least a four-year bachelor of science degree in engineering technology, acquired through the successful completion of an ETAC/ABET-accredited program or through a board-approved program.

Recognizing that newly ETAC/ABET-accredited programs must spend several years in development before attaining accredited status, NCEES recommends that all applicants be considered as having graduated from an ETAC/ABET-accredited program if their program is/was accredited within three years after their graduation.

Rationale

In reviewing PS 8 and PS 9, the committee decided that the language in PS 7 is not consistent with them and does not appropriately define the bachelor of science degree in engineering technology. Also, the committee believes this change will align the policy statement with current ABET language.

Board of directors' position

Endorses, consent agenda

Education Motion 4

Move that Position Statement 13 be revised as follows:

PS 13 NCEES-Recommended Education/Experience Guidelines for P.E. Licensing

4-Year or More Degree	Years of Experience Required	Comments
EAC/ABET accredited	4	NCEES PS 8
Canada (CEAB) accredited	4	
Non-EAC/ABET or non-CEAB accredited	4 or more	Education should be evaluated using the NCEES Engineering Education Standard.
Recommendations below are only for member boards that must evaluate applicants who do not meet the minimum education of an EAC/ABET or equivalent degree as specified in PS 8.		
ETAC/ABET accredited	6	Needed by some boards NCEES PS 7
Related science*	8	Needed by some boards Education should be evaluated using the NCEES Engineering Education Standard.
No degree	20	Needed by some boards

*A related science curriculum from a school or college approved by the board is defined as a four-year curriculum leading to a bachelor of science degree in chemistry, physics, mathematics, or similar science curriculum.

Rationale

Due to the change in PS 7, the table in PS 13 should be updated to align with PS 7 as well as PS 8. This cleans up the table and gives clear direction to the member boards.

Board of directors' position

Endorses, consent agenda

Education Motion 5

Move that the UPLG Committee be charged with incorporating the following language into *Model Rules* 240.30 D.

240.30 Continuing Professional Competency

D. Units

The conversion of other units of credit to PDHs is as follows:

1. 1 semester hour45 PDHs
2. 1 quarter hour.....30 PDHs
3. 1 continuing education unit 10 PDHs
4. 1 hour of professional development in coursework, seminars, or professional or technical presentations made at meetings, conventions, or conferences 1 PDH
5. For teaching in 1 through 4 above, apply multiple of 2*
6. Publications
 - a. Each published peer-reviewed paper or book in the licensee's area of professional practice 10 PDHs
 - b. Each published paper or article (other than 6.a above) in the licensee's area of professional practice 5 PDHs
7. Active participation in professional and technical society (each organization)2 PDHs
8. Each patent..... 10 PDHs
9. [Active participation in standards or code development technical committees, standards, or code commissions](#) up to 4 PDHs
910. 1 hour of outreach activities..... 1 PDH (not to exceed 3 PDHs)

* Teaching credit is valid only for the first offering or presentation. Full-time faculty may not claim teaching credit associated with their regular duties.

Rationale

Volunteers who hold P.E./P.S. licenses and are active in standards or codes development spend many hours collaborating to develop these standards and guides. The work required to develop codes and standards is engineering or surveying related. The committee feels that the efforts to develop codes and standards within the engineering and surveying professions are qualifying activities for PDHs.

Board of directors' position

Endorses, consent agenda

Education Motion 6

Move that Examination Administration Policy 5 and Position Statement 15 be revised as follows:

EAP 5 NCEES Examinations Offered by a Member Board Within Its Jurisdiction

- A. A member board may offer NCEES examinations only in its jurisdiction. The member board must make suitable arrangements to protect the confidentiality and security of the examinations according to NCEES guidelines. Administration of examinations must conform to the NCEES scheduled timeframes for examinations. Individual applicants should apply to the sponsoring jurisdiction in accordance with that jurisdiction's operating policies and procedures. This policy does not preclude an examinee from sitting for a CBT examination in a different jurisdiction.
- ~~B. NCEES may provide directly to a university or college FE or FS examination data that will help measure learning outcomes of the total engineering or surveying education.~~
- ~~C. Member boards are encouraged to sponsor or otherwise facilitate use of the FE and FS examination results for internal use of institutional outcomes assessment, but such use should not subordinate or endanger the function, concept, or security of the FE or FS examination's primary purpose as the first examination for professional licensure, in keeping with the underlying mission of safeguarding the health, safety, and welfare of the public.~~
- ~~DB.~~ This policy does not preclude a member board from offering the examinations at an NCEES-approved site to U.S. military personnel stationed at military bases outside the United States.

PS 15 FE or FS Examination as an Outcomes Assessment Tool

- A. Engineering and surveying programs should strongly consider using the FE or FS exam topic-level performance data as part of their program assessment, with proper regard for the caveats described.*
- B. Programs that will gain the most from using the FE or FS exam as an assessment tool are those programs in which all students are required to take the FE or FS exam, all students are required to take the discipline-specific exam (applicable to the FE exam only), the faculty establish specific goals for their program, and comparisons are made with peer institutions that have similar requirements.
- ~~C. Member boards should become proactive in working with academic programs to stress the use and value of the FE exam as an assessment tool.~~
- ~~C. Member boards are encouraged to sponsor or otherwise facilitate use of the FE and FS examination results for internal use of institutional outcomes assessment, but such use should not subordinate or endanger the function, concept, or security of the FE or FS examination's primary purpose as the first examination for professional licensure, in keeping with the underlying mission of safeguarding the health, safety, and welfare of the public.~~
- D. Institutions must remember that the primary purpose of the FE or FS is to assess minimal technical competencies. Other assessment tools need to be used to assess higher-level theories or critical thought that might be the focus of some portion of their program.
- E. The results of each FE or FS exam should be sent directly to institutions for their use. NCEES may provide directly to a university or college additional FE or FS examination data that will help measure learning outcomes of the total engineering or surveying education.

*Refer to *Using the Fundamentals of Engineering (FE) Examination as an Outcomes Assessment Tool*, National Council of Examiners for Engineering and Surveying, March 2019.

Rationale

EAP sections B and C are clearly out of place since they are not associated with the offering of examinations by member boards. The committee feels that those two items are better suited to be part of the position statement on the use of the fundamentals exams for outcomes assessment. The committee also added the FS exam to section E to match current practice.

Board of directors' position

Endorses, consent agenda

Appendix—The Washington Accord: A Brief for Member Boards

The number of engineering professionals who practice across national borders has been increasing. This trend has caused international licensure and the barriers to mobility that arise from differing requirements to become concerns for NCEES member boards. NCEES and other groups have been working to facilitate licensure mobility through international agreements. One of these agreements is the Washington Accord, the purpose of which is to define an internationally recognized standard for engineering education.

What is it?

The Washington Accord is one of three educational accords administered by the International Engineering Alliance. The Alliance is made up of national organizations, including NCEES, that are concerned with professional licensing in their respective jurisdictions. The purpose of the Alliance is to establish engineering education and professional competence standards that can provide the basis for international recognition of professional credentials in the jurisdictions represented by the Alliance.

The Washington Accord is an agreement between national organizations that accredit engineering educational programs—the programs that provide the education required for graduates to be qualified for professional licensure. The purposes of the Accord are to establish an internationally recognized standard for engineering education outcomes and to ensure that programs accredited by the signatory organizations meet this standard. The standard is expressed as a set of descriptors of the expected attributes of an engineering graduate and is published in *Graduate Attributes and Professional Competencies, Version 3, June 21, 2013*. [Key Documents: International Engineering Alliance (ieagrements.org)]

The signatory accreditation organizations conduct a periodic peer review to ensure that the standards being used by each signatory to accredit engineering programs are substantially equivalent. This equivalence results from the alignment of educational outcomes for all accredited programs with the desirable attributes for engineering graduates. Equivalence does not mean that all accredited programs have the same curricula or identical educational outcomes. The guiding principle is that all programs demonstrating that their graduates are exhibiting attributes aligned with the standards are accreditable under the Accord. In turn, graduates of programs accredited under the Washington Accord standard are considered to be qualified to obtain the necessary experience leading to professional licensure.

The Washington Accord is meant to facilitate mobility of graduates between signatory jurisdictions. The signatory organizations have agreed that graduates of programs accredited by all signatory accrediting bodies should be accorded the same recognition and privileges as graduates of their own accredited programs, including qualification for licensure. In some jurisdictions, the signatory body may not be the body that provides professional licensure and can only recommend that all Washington Accord program graduates be considered to have the same educational qualifications. This is the case in the United States, where ABET is the accrediting organization but licensure is administered by state, territorial, and district boards. Each licensing board may decide whether to accept the principles of the Accord and treat all Washington Accord program graduates as possessing the necessary educational qualifications for licensure. Acceptance by a board could also require changes to the board's enabling legislation if ABET accreditation is specified as the only acceptable education qualification for licensure.

Who are the signatories, and who is accredited?

The list below provides the current jurisdictions, the signatory accrediting bodies, and the date that full membership was granted. Only engineering programs accredited by one of the signatories after the date the signatory became a member are covered by the Washington Accord. Each of the accrediting bodies is responsible for maintaining a record of programs within their jurisdiction that are accredited under the Washington Accord provisions. These records are available on the websites of the respective accrediting bodies. It is worth noting that some accrediting bodies make these records easier to access than others.

Current Washington Accord signatories

- Korea—Represented by Accreditation Board for Engineering Education of Korea (ABEEK) (2007)
- Russia—Represented by Association for Engineering Education of Russia (AEER) (2012)
- Malaysia—Represented by Board of Engineers Malaysia (BEM) (2009)
- China—Represented by China Association for Science and Technology (CAST) (2016)
- South Africa—Represented by Engineering Council South Africa (ECSA) (1999)
- New Zealand—Represented by Engineering New Zealand (EngNZ) (1989)
- Australia—Represented by Engineers Australia (EA) (1989)
- Canada—Represented by Engineers Canada (EC) (1989)

Appendix—The Washington Accord: A Brief for Member Boards

- Ireland—Represented by Engineers Ireland (EI) (1989)
- Hong Kong China—Represented by The Hong Kong Institution of Engineers (HKIE) (1995)
- Chinese Taipei—Represented by Institute of Engineering Education Taiwan (IEET) (2007)
- Singapore—Represented by Institution of Engineers Singapore (IES) (2006)
- Sri Lanka—Represented by Institution of Engineers Sri Lanka (IESL) (2014)
- Japan—Represented by JABEE (2005)
- India—Represented by National Board of Accreditation (NBA) (2014)
- United States—Represented by Accreditation Board for Engineering and Technology (ABET) (1989)
- Turkey—Represented by Association for Evaluation and Accreditation of Engineering Programs (MÜDEK) (2011)
- United Kingdom—Represented by Engineering Council United Kingdom (ECUK) (1989)
- Costa Rica—Represented by Colegio Federado de Ingenieros y de Arquitectos de Costa Rica (CFIA) (2020)
- Pakistan—Represented by Pakistan Engineering Council (PEC) (2017)
- Peru—Represented by Instituto de Calidad y Acreditacion de Programas de Computacion, Ingenieria y Tecnologia (ICACIT) (2018)

How does the Washington Accord standard compare to the NCEES educational standards?

The NCEES Engineering Education Standard cannot be directly compared to the standard used by Washington Accord accrediting agencies. The NCEES standard specifies curriculum requirements; the Washington Accord standard specifies desired attributes of graduates from accredited programs. The curricula of the various Washington Accord programs may vary in content as well as the number of credit hours in particular curricular areas. Washington Accord programs are evaluated on the basis of their educational outcomes and whether they are meeting them, in addition to other criteria established by the accrediting organizations. The curricula of programs accredited by Washington Accord signatories may not satisfy the NCEES Engineering Education Standard due to differences in the number of credit hours assigned to general education, basic mathematics and science, and engineering topics. One idea embodied in the Washington Accord standard is that curricular uniformity is not a requirement to produce engineering graduates who will be competent to enter professional practice. Education quality is demonstrated by assessing what graduates can do with respect to a defined set of desired abilities.

Should Washington Accord-accredited degrees be accepted as ABET equivalent?

All Washington Accord signatory accrediting bodies have defined educational outcomes for their programs along with specifications for the curricula. The programs are required to have assessment processes like those employed by ABET-accredited programs. The standards and processes for accreditation employed by the signatories exhibit a good deal of commonality. While the learning outcomes employed by the various accrediting bodies are not identical, all of them are periodically peer reviewed to ensure that the learning outcomes are compatible with the *Graduate Attributes and Professional Competencies* guidelines. Washington Accord programs should be seen as ABET equivalent in that they are accredited using similar processes and standards. However, the licensing boards must decide if they are willing to accept an ABET equivalent.

The motivation for acceptance is reducing barriers to international mobility. Accepting degrees from Washington Accord-accredited programs as appropriate educational qualifications would eliminate the need for a Credentials Evaluation for some international licensure applicants. However, it would be necessary for someone from the member board or NCEES to verify that the degree was awarded by a Washington Accord-accredited program. It should be noted that the cost for an NCEES Credentials Evaluation is not excessive and that the turnaround is short for most licensure candidates. The NCEES evaluation becomes a significant barrier to mobility only in cases in which curricular deficiencies are found and additional education is required. Each licensing board will have to decide whether acceptance of a program that is part of the Washington Accord is a worthwhile step toward facilitating international mobility.



Committee on Examination Policy and Procedures

Jeffrey Jones, P.L.S., Chair

ABSTRACT

The Committee on Examination Policy and Procedures (EPP) is responsible for reviewing the effectiveness of the exams and recommending policies, specifications, and procedures consistent with trends in the engineering and surveying professions. The committee met virtually and performed additional work through the Basecamp collaboration website.

The committee was assigned five charges and developed 20 motions, with 19 carry-over motions from the 2019–2020 report and one additional motion. **The motions begin on page 65.**

CHARGES

Charge 1

Review all exam policies; specifically, review all Examination Development Policies (EDPs). Recommend revisions as appropriate.

Review the 2019–20 EPP Committee report and proposed motions. Confirm that the proposed motions should be brought forward at the 2021 annual meeting. Propose motions accordingly.

EPP conducted a thorough review of each charge that resulted in 19 motions in the 2019–20 report. This review resulted in a few minor wording changes in the motions previously prepared; those changes are noted in the motion rationale. After review, EPP determined that the updated report and proposed motions should be brought forward to the Council at the 2021 annual meeting.

Charge 2

Review all exam policies, specifically review all the Examination Administration Policies (EAPs). Recommend revisions as appropriate.

As part of last year's work, a detail review of the Examination Development Policies (EDPs) was performed. The committee also reviewed the EAPs and included a few changes to last year's motions; the changes are included in this year's report.

EPP is also presenting a motion that EAP 5 be modified to allow NCEES to offer the 16-hour Structural Engineering exam regionally, starting in April 2022, until such time that it is transitioned to CBT. This appears as **Motion 20**.

Charge 3

Review all examination policies to determine if references to the structural engineering examination should be consistent with the other PE examinations (i.e., PE Mechanical or PE Industrial and Systems vs. the current wording of 16-hour Structural Engineering). Recommend revisions as appropriate.

In 2019–20, the committee worked to ensure consistency in the names of exams. The committee recommends that although the 16-hour Structural Engineering exam is considered to be a PE exam per policy, it should continue to be referred to as the 16-hour Structural Engineering exam in order to differentiate it from the PE Civil Structural exam.

Charge 4

Review exam volumes with regard to EDP 8, Deleting/Combining/Renaming a Discipline or Module from the Examination Program, and provide recommendations to the NCEES board of directors.

As required by EDP 8, the EPP Committee reviewed the first-time examinee volumes to ensure that they meet the requirements. The EPP Committee recommends that the exams that did not meet the minimum requirements for first-time examinee volumes be given a one-year reprieve due to the COVID-19 pandemic. The committee will reexamine the volumes next year and bring forth new recommendations at that time.

Charge 5

Review the NCEES Examinee Guide for content and effectiveness.

EPP received feedback from staff concerning the recommendations from the 2019–20 report. All suggestions were implemented except item 12. The committee was informed that the slight differences between the *Examinee Guide* and the policy are for clarification related to examinee questions to staff, which require more detailed responses than included in the *Examinee Guide*.

Respectfully submitted, the **Committee on Examination Policy and Procedures:**

Jeffrey Jones, P.L.S., Chair

Members

Ademola Adejokun, P.E.
Steven Bishop, S.E.
Howard Gibbs, P.E.
Elizabeth Johnston, P.E.
James (Don) Pedigo II, P.L.S.
Stanley Postma, S.E.
Kevin Skibiski, P.E., S.E., P.L.S.
Ronald Willey, Ph.D., P.E.

Consultants

Carmine Balascio, Ph.D., P.E.
Aaron Morris, P.L.S.
Zana Raybon

Board liaison

Scott Bishop, P.S.

Staff liaison

Timothy Miller, P.E.

MOTIONS

EPP Motion 1

Move that Exam Development Policy 1 be amended as follows:

EDP 1 Examinations

It shall be the policy of NCEES in all publications and correspondence to refer to the respective examinations only as follows:

- A. Fundamentals of Engineering (FE) examination
- B. Principles and Practice of Engineering (PE) examination, ~~including which includes~~ the 16-hour Structural Engineering (SE) examination
- C. Fundamentals of Surveying (FS) examination
- D. Principles and Practice of Surveying (PS) examination

The purpose of the examinations is to assess licensure candidates' abilities to practice competently as engineers or surveyors and to assist member boards in the regulation of the practice of engineering and surveying as it relates to safeguarding the health, safety, and welfare of the public.

Rationale

This change gives a more complete definition of the Structural Engineering exam.

Board of directors' position

Endorses, consent agenda

EPP Motion 2

Move that Exam Development Policy 3 be amended as follows:

EDP 3 Engineering and Surveying Examinations and Formats

- A. ~~The Fundamentals of Engineering examination shall be administered via computer-based testing (CBT) and have supplied references.~~
[Fundamentals of Engineering Examination](#)
~~The Fundamentals of Engineering examination shall be administered via computer-based testing (CBT) and have supplied references.~~
- B. [Principles and Practice of Engineering Examinations](#)
The Principles and Practice of Engineering examinations shall be offered ~~only~~ in the following disciplines and shall be open-book, pencil-and-paper examinations or offered via CBT with supplied references as defined in EAP 4:
1. Agricultural and Biological
 2. Architectural
 3. Chemical
 4. Civil
 5. Control Systems
 6. Electrical and Computer—Computer Engineering
 7. Electrical and Computer—Electronics, Controls, and Communications
 8. Electrical and Computer—Power
 9. Environmental
 10. Fire Protection
 11. Industrial and Systems
 12. Mechanical—HVAC and Refrigeration
 13. Mechanical—Machine Design and Materials
 14. Mechanical—Thermal and Fluid Systems
 15. Metallurgical and Materials
 16. Mining and Mineral Processing
 17. Naval Architecture and Marine
 18. Nuclear
 19. Petroleum
 20. 16-hour Structural Engineering
- C. [Surveying Examinations](#)
The surveying examinations shall be available as follows:
1. The Fundamentals of Surveying examination shall be administered via CBT and have supplied references.
 2. The Principles and Practice of Surveying examination shall be administered via CBT and have supplied references.
 3. Member boards shall reserve the right to administer, score, and report state-specific examinations.
- D. [Examination Item Banks](#)
Examination items for all examinations shall be maintained ~~solely either~~ at NCEES headquarters or at an offsite testing service that is able to demonstrate insurance, bond, or reserve to cover the pecuniary liability for the items should the items be compromised, lost, or damaged by the testing service.
1. At the time an exam development committee releases a linear, fixed form (LFF) exam to be published, the exam item bank shall contain sufficient operational items to create three times the number of [exam](#) forms available to examinees in a testing window.
 2. At the time an exam development committee releases a pool of items to be published for linear-on-the-fly testing (LOFT), the pool shall contain, at a minimum, the number of operational items required to create three unique, non-overlapping [exam](#) forms. At the time of publishing, the exam item bank shall have sufficient operational items to create two additional pools of similar composition. Pool size will be determined by the psychometric consultant per the criteria listed in the NCEES *Exam Development Procedures Manual*.
- E. [Exam Contingency Plans](#)
The chief executive officer shall have contingency plans available in the event of any irregularity that impacts the security of an exam or the ability to administer an exam per NCEES exam policies or prescribed schedules.

F. Exam Preparation Material Development

Exam preparation material shall be developed for each NCEES examination. This material shall provide sample questions and solutions on each major topic area sufficient to provide candidates with a sense of the structure, scope, and difficulty of the examination. Exam preparation material shall remain current and be available six months prior to the administration of an examination.

Rationale

The committee added headers for consistency, to make it easier to find specific topics, to remove extra adjectives, and to clarify the term “forms.” Note: Additional changes to EDP 3B are being proposed in Motion 3.

Board of directors' position

Endorses, consent agenda

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

EPP Motion 3

Move that Exam Development Policy 3B, Exam Development Policy 15B, and Exam Administration Policy 8E be amended as follows:

EDP 3 Engineering and Surveying Examinations and Formats

- B. The Principles and Practice of Engineering examination shall be offered only in the following disciplines and shall be open-book, pencil-and-paper examinations or offered via CBT with supplied references as defined in EAP 4:

- ## 20. 16-hour Structural Engineering

The 16-hour Structural Engineering examination shall consist of two 8-hour components: the Vertical Forces (gravity/other) and Incidental Lateral component and the Lateral Forces (wind/earthquake) component. The 16-hour Structural Engineering examination shall be considered and referred to as one examination.

EDP 15 Reporting of Scores

~~B. 16 Hour Structural Engineering~~

~~The Structural Engineering examination shall be considered and referred to as one 16-hour examination.~~

The Structural Engineering examination shall consist of two 8-hour components: the Vertical Forces (gravity/other) and Incidental Lateral component and the Lateral Forces (wind/earthquake) component. A candidate must receive acceptable results on both 8-hour components to pass the Structural Engineering examination. A candidate may sit for each component in separate exam administrations.

A component results notice will be transmitted to the member board for each administration that a candidate takes a component. After a candidate has received an acceptable result on both components, an examination pass notice will be transmitted to the member board to indicate that the candidate has passed the Structural Engineering examination.

EAP 8 Release and Use of Examination Results

- E. ~~The Structural Engineering examination shall be considered and referred to as one 16-hour examination.~~ For the 16-hour Structural Engineering examination, a candidate may sit for either component in separate exam administrations but must receive acceptable results on both components within a five-year period in order to pass the examination.
- A component results notice will be transmitted to the member board for each administration in which a candidate takes a component. Receiving an acceptable result on only one 8-hour component shall not be sufficient for any licensure purposes. After a candidate has received an acceptable result on both components, an examination pass notice will be transmitted to the member board to indicate that the candidate has passed the 16-hour Structural Engineering examination.

Rationale

The deleted language in EDP 15 B is being moved to more appropriate policies or eliminated to remove redundancy with other policies. EAP 8 is being modified for clarity and to be consistent with this year's EPP recommendation in Charge 3. If this motion passes, EDP 15 C and D will be renumbered accordingly. Note: Additional changes to EAP 8E are being proposed in Motion 16.

Board of directors' position

Endorses, consent agenda

EPP Motion 4

Move that Exam Development Policy 4 be deleted.

EDP 4 Availability

- A. ~~The following examinations shall be available on a regular schedule per EAP 2:~~
- ~~1. Fundamentals of Engineering~~
 - ~~2. Principles and Practice of Engineering~~
 - ~~3. Fundamentals of Surveying~~
 - ~~4. Principles and Practice of Surveying~~
- B. ~~Depth modules for the Principles and Practice of Surveying examination shall be offered on a regular schedule as adopted by the board of directors.~~
- C. ~~CBT examinations shall be made available in testing windows.~~

Rationale

This information is more associated with administering the exams, not developing them; therefore, it should not be a development policy. It is also adequately covered in EAP 2. If this motion passes, EDP 5–17 will be renumbered accordingly.

Board of directors' position

Endorses, consent agenda

EPP Motion 5

Move that Exam Development Policy 5 be amended as follows:

EDP 5 Entry of New Discipline or Depth Module or Reinstatement to PE Examination Status

- A. [Accreditation Requirement](#)
No discipline shall be added or reinstated to the examination program unless there is an EAC/ABET-accredited program in the discipline.
- B. [Technical Society Requirement](#)
No discipline shall be added or reinstated unless a technical society agrees to sponsor the examination. All technical societies that sponsor examinations shall sign an agreement with NCEES delineating the responsibilities of both parties in developing the examinations.
- C. [Member Board Requirement](#)
Requests for examinations and/or depth modules shall be made by no fewer than 10 member boards collectively who can each demonstrate a need for the examination or depth module in their jurisdiction. A request older than four years must be reaffirmed by the member board. Requests shall include proof of such need, estimate of usage, and impact on safeguarding the health, safety, and welfare of the public. Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination or module and that additional knowledge areas and skills required for the discipline are sufficient to support a new examination or module.
- D. [Minimum Number of Exam Candidates](#)
No discipline or depth module shall be added or reinstated to the examination program unless the number of candidates for an ongoing examination conforms to NCEES policies and procedures. If that is demonstrated, a professional activities and knowledge study (PAKS) shall be conducted to establish that the addition in question is composed of a unique set of knowledges important for safeguarding the health, safety, and welfare of the public.
- E. [CBT Format](#)
The request shall include a plan to develop the exam in CBT format.
- F. [Notification to Member Boards](#)
Member boards shall be notified one year in advance of the addition or reinstatement of any discipline or depth module to the PE examination program.

Rationale

The committee added headers for consistency and to make it easier to find specific topics.

Board of directors' position

Endorses, consent agenda

EPP Motion 6

Move that Exam Development Policy 6 be amended as follows:

EDP 6 Adoption of a New Discipline-Specific FE Examination

- A. [Accreditation Requirement](#)
No discipline shall be added to the examination program unless there is an EAC/ABET-accredited program in the discipline.
- B. [Member Board Requirement](#)
Requests for the discipline-specific FE examination must be made by no fewer than 10 member boards collectively who can each demonstrate a need for that discipline in their jurisdiction. Requests shall include proof of such need, estimate of usage, and impact on safeguarding the health, safety, and welfare of the public. Proof of such need shall include evidence that knowledge areas and skills are not adequately measured in an existing FE examination and evidence that those knowledge areas and skills are required for the discipline are sufficient to support a new FE examination.

C. [Notification to Member Boards](#)

Member boards shall be notified at least one year in advance of the addition of any discipline-specific module to the FE examination program.

Rationale

The committee added headers for consistency and to make it easier to find specific topics.

Board of directors' position

Endorses, consent agenda

EPP Motion 7

Move that Exam Development Policy 8 be amended as follows:

EDP 8 Deleting/Combining/Renaming a Discipline or Module from the Examination Program

A. [Deleting/Combining of Pencil-and-Paper Examinations](#)

If in two consecutive administrations of pencil-and-paper examinations, there have been fewer than 50 total first-time examinees from NCEES jurisdictions in a specific examination or module, the Committee on Examination Policy and Procedures (EPP) shall review the desirability of continuing the subject examination or module and make one of the following recommendations to the board of directors:

1. Continue to prepare the examination or module.
2. Request the appropriate exam development committee to prepare and submit a specific remedial action plan for increasing the number of first-time takers to a level that meets or exceeds the minimum candidate requirements in the time period specified by the EPP Committee.
3. ~~Recommend that Place~~ the examination or module ~~be placed~~ on probation. The EPP Committee shall specify the conditions of the probation, including a time frame for corrective action. The recommendation may include the combination of the examination with another examination or other such action as the EPP Committee deems appropriate.
4. Discontinue the examination or module.

B. [Deleting/Combining of CBT Examinations](#)

If the population of first-time examinees from NCEES jurisdictions for any NCEES CBT examination or module is not adequate to provide for accurate psychometric analysis, the EPP Committee shall review the desirability of continuing the subject examination or module and make one of the following recommendations to the board of directors:

1. Continue to prepare the examination or module.
2. Request the appropriate exam development committee to prepare and submit a specific remedial action plan for increasing the number of first-time takers to a level that meets or exceeds the minimum candidate requirements in the time period specified by the EPP Committee.
3. ~~Recommend that Place~~ the examination or module ~~be placed~~ on probation. The EPP Committee shall specify the conditions of the probation, including a time frame for corrective action. The recommendation may include the combination of the examination with another examination or other such action as the EPP Committee deems appropriate.
4. Discontinue the examination or module.

C. [Request to Delete an Examination or Module](#)

If an NCEES committee, technical society, or other group desires to have an examination or module deleted, it should make a request to the EPE/EPs Committee. The EPE/EPs Committee will review the request and make a recommendation to the board of directors.

Any requests to rename an examination or module or to combine two or more discipline examinations or modules should also be made to the EPE/EPS Committee. Requests shall include proof of such need, estimate of usage, and impact on safeguarding the health, safety, and welfare of the public. Proof of such need shall include evidence that knowledge areas and skills are not measured adequately in an existing examination or module and evidence that those knowledge areas and skills required for the discipline are sufficient to support a new, combined, or renamed examination or module. The EPE/EPS Committee will review the request and make a recommendation to the board of directors.

If an examination-preparing entity fails to have on file with NCEES at all times an adequate item bank as specified in paragraph D of EDP 3, including solutions and knowledges being assessed, the EPP Committee shall review the desirability of continuing the examination or module and make one of the following recommendations to the board of directors:

1. Continue to prepare the examination or module.
2. Discontinue the examination or module.
3. ~~Put~~Place the examination or module on probation and recommend specific remedial action that may include contracting for item writing with an outside entity or other such action as the EPP Committee deems appropriate. If such remedial action fails to cause the examination to meet the requirements of paragraph D of EDP 3 within one year after the examination was put on probation, the EPP Committee shall recommend appropriate action to the board of directors.

If an examination-preparing entity fails to provide the Examination Audit Committee with sufficient data to conduct an adequate audit for two consecutive audit cycles, the EPP Committee shall review the desirability of continuing the examination or module and make one of the following recommendations to the board of directors:

1. Continue to prepare the examination or module.
2. Discontinue the examination or module.
3. Put Place the examination or module on probation and recommend specific remedial action that the EPP Committee deems appropriate. If the examination entity fails to provide sufficient data to successfully complete the next scheduled examination audit, the EPP Committee shall recommend appropriate action to the board of directors.

If, upon the chief executive officer's recommendation and an EPE/EPS Committee evaluation, the board of directors determines that an examination does not meet the policies, specifications, and/or guidelines of the Council, the board of directors may temporarily suspend the offering of an examination in that particular discipline.

The committee added headers for consistency and to make it easier to find specific topics.

Endorses, consent agenda

[illegible]

EPP Motion 8

Move that Exam Development Policy 10 be amended as follows:

EDP 10 Adoption of a New Depth Module for the PS Examination

~~A. No depth module shall be added to the Principles and Practice of Surveying examination unless and until no fewer than 10 member boards collectively request the module. Requests shall include proof of need, estimates of usage, and impact on safeguarding the health, safety, and welfare of the public.~~

A. Member Board Requirement

Requests for depth modules shall be made by no fewer than 10 member boards collectively who can each demonstrate a need for the depth module in their jurisdiction. A request older than four years must be reaffirmed by the member board. Requests shall include proof of such need, estimate of usage, and impact on safeguarding the health, safety, and welfare of the public. Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination or module and that additional knowledge areas and skills required for the discipline are sufficient to support a new module.

B. Minimum Number of Exam Candidates

No discipline or depth module shall be added or reinstated to the examination program unless the number of candidates for an ongoing examination conforms to NCEES policies and procedures. If that is demonstrated, a professional activities and knowledge study (PAKS) shall be conducted to establish that the addition in question is composed of a unique set of knowledges important for safeguarding the health, safety, and welfare of the public.

C. Statutory Requirement for a Depth Module

~~B. A depth module must address a distinct PS practice area included within statutory coverage of the to requesting jurisdiction.~~ s. in the member boards requesting the module.

C.D. CBT Format Requirement

The request shall include a plan to develop the exam in CBT format.

D.E. Notification to Member Boards

Member boards shall be notified one year in advance of the addition of any depth module to the PS examination.

Rationale

The committee added headers for consistency and to make it easier to find specific topics. It revised language to more closely follow the wording and structure of EDP 5C and EDP 6B. It also revised the new paragraph C for clarity.

Board of directors' position

Endorses, consent agenda

EPP Motion 9

Move that Exam Development Policy 11 be amended as follows:

EDP 11 Item Writers, Pass-Point Evaluators, Reviewers, and Scorers

A. Qualification Requirement

Each person involved as an item writer, pass-point evaluator, reviewer, or scorer for the NCEES PE or PS examinations must have an active professional license issued by an NCEES member board, must be qualified in the appropriate discipline, and must be familiar with requirements for and capabilities of candidates who are minimally qualified to practice in that discipline. Engineers and surveyors with licenses that have inactive or retired status are ineligible to serve in these positions.

B. Pass-Point Evaluation Team Requirements

Exam committees shall require that at least one person who participates on the pass-point evaluation team ~~be a person who~~ has worked on the current development of an examination undergoing a pass-point evaluation ~~will participate on the pass-point evaluation team~~. The number of current exam development members participating in the pass-point evaluation ~~for Group I exams shall be no more than one-quarter of the pass-point evaluation team~~ ~~and for Group II exams shall be no more than one-third of the pass-point evaluation team~~. Any exam committee member involved in preliminary testing of the examination undergoing the pass-point evaluation shall be excluded from participating on the pass-point evaluation team for that examination.

C. Restriction on Teaching Refresher Courses

Any person serving on an NCEES examination development committee or involved in a pass-point evaluation panel shall not teach a refresher course related to that examination within three years ~~of~~ after serving on the committee or panel.

D. Exam Developers Requirement

Any person involved in the development of an NCEES examination who is later required by a jurisdiction member board to sit for that examination must inform that ~~jurisdiction member board~~ that he or she worked on the development of that examination.

Rationale

The committee added headers for consistency and to make it easier to find specific items; it also edited language for consistency and clarity.

Board of directors' position

Endorses, consent agenda

EPP Motion 10

Move that Exam Development Policy 13 be amended as follows:

EDP 13 Security of Examination Material

No items or item banks in current use for NCEES examinations shall be used for any purpose outside of the NCEES examination program.

~~All member boards shall observe approved NCEES requirements.~~

Rationale

The committee feels that the sentence is not needed.

Board of directors' position

Endorses, consent agenda

EPP Motion 11

Move that Exam Development Policy 16 be amended as follows:

EDP 16 EPE and EPS Committee Members

Committee Qualifications

Members of the EPE and EPS Committees should, ~~to the extent practicable, be representatives of the engineering and surveying disciplines within the various~~ include current and/or past representatives from their respective exam development committees.

Rationale

The committee is proposing these changes to make the language more consistent with other language in the policy manual.

Board of directors' position

Endorses, consent agenda

EPP Motion 12

Move that Exam Development Policy 17 be amended as follows:

EDP 17 Examination Audits

The Examination Audit Committee shall audit all examinations developed by NCEES. The following constraints shall be used:

A. Pencil-and-paper examinations

1. All benchmark exams, which are the first exams administered following a professional activities and knowledge study (PAKS), shall be audited.
2. Each exam shall be audited at least once between benchmark exam audits.
3. There shall be no more than four years between audits.

B. CBT examinations

1. CBT representative examinations (as created by the testing service psychometrician) from the benchmark item pool, which is the first item pool following a PAKS, shall be audited.
2. CBT representative examinations shall be audited at least once between benchmark item pool audits.
3. There shall be no more than four years between audits.

The president-elect shall, in developing charges for the Examination Audit Committee, develop a list of examinations for audit in consultation with the current chair of the Examination Audit Committee and the NCEES examination services director. Circumstances may prevail that would affect which examinations are selected for audit in a given year.

The Examination Audit Committee shall review each exam audited as to its conformance with specified criteria set forth in the Examination Audit Committee procedures.

Rationale

The committee added language to define terms and to make it more concise.

Board of directors' position

Endorses, consent agenda

EPP Motion 13

Move that Exam Administration Policy 1 be amended as follows:

EAP 1 Administration of Examinations

- A. Guidelines and Procedures
NCEES will publish examination administrative procedures that will provide guidelines and procedures ~~for~~ that member boards shall follow in the use of NCEES engineering and surveying examinations. The guidelines and procedures will cover matters concerning security, use, scoring, and general administration of such examinations for the purposes for which they are designated to ensure fair and equitable treatment of ~~jurisdictions~~ member boards and examination candidates.
- B. Testing Regulations
Member boards or their designated representative will provide to each candidate approved to take NCEES examinations information regarding regulations to be observed during the examinations and actions that may be taken in the event of a testing irregularity.
- C. Candidate Admission
Approval of candidates applying to take NCEES examinations shall be by the individual member boards or their designated representative. To sit for an NCEES examination, candidates will be required to obtain a unique identification number from NCEES. Only candidates with an NCEES-supplied identification number will be allowed admission into the examination site. Candidates not allowed admission to the morning session of a pencil-and-paper examination will not be admitted to the afternoon session.
- D. Restriction of Who Can Be in the Examination Room
For pencil-and-paper examinations, only preauthorized member board members, member board staff, proctors, NCEES-designated representatives, and candidates actually taking an examination will be permitted in the examination room.
- E. Restriction of Retaking an Examination
Candidates who have passed an examination may not retake that same examination unless required by a member board.
- F. Irregularity Restriction
If a candidate's examination results are not released due to a suspected exam irregularity, the candidate will not be allowed to register for another exam until the investigation is complete and the irregularity has been resolved per the *Security and Administrative Procedures Manual*.
- G. Examination Scheduling Restriction
A candidate for a CBT exam may take the examination only one time per testing window and no more than three times in a 12-month period.
- H. Committee on Examination Audit
The Committee on Examination Audit shall include, as part of its auditing responsibilities, a review of the examination administrative procedures manual for content and effectiveness.
- I. Banned Registration Requirements
If a member board bans an examinee from registering for an examination as referenced in EAP 8, it shall be the responsibility of that member board to notify NCEES of the specific terms and reasons for the ban. NCEES will make this information available to all member boards. The decision as to whether another member board agrees to honor the terms of the original member board's decision to ban this examinee's registration will remain with the individual member boards.

Rationale

The committee amended language for clarity and added headings for consistency.

Board of directors' position

Endorses, consent agenda

EPP Motion 14

Move that Exam Administration Policy 4 be amended as follows:

EAP 4 Materials Permitted and Not Permitted in Examination Room

- A. Pencil-and-Paper and CBT Examinations
1. Devices or materials that might compromise the security of the examination or examination process are not permitted. These include any devices with copying, recording, or communication capabilities.
 2. Only models of calculators as specified or supplied by NCEES are permitted in the examination room.
 3. Only NCEES-supplied marking and erasing instruments are permitted for use in the examination room.
 4. Other items specifically allowed by the current NCEES *Examinee Guide* are permitted.
- B. Open-Book Examinations
1. The following reference materials and aids may be brought into the examination room by the examinee for his or her personal use only:
 - a. Handbooks and textbooks
 - b. Bound reference materials, provided that the material be and remain contained (bound) in a cover during the entire examination, ~~bound referring to~~. The term “bound” refers to the following:
 - (1) Material bound permanently, i.e., stitched or glued
 - (2) Material fastened securely in its cover by fasteners that penetrate all papers, e.g., ring binders, spiral binders, plastic snap binders, brads, screw posts. Loose material inside binder pockets does not qualify as bound.
 2. Examinees are not permitted to exchange any reference materials.
 3. Writing tablets, unbound tables, or unbound notes are not permitted in the examination room.
 4. Examinees may tab reference books prior to the examination with Post-it™ type notes and flags, but pads of Post-it type notes and flags are not permitted in the examination room.
- C. Closed-Book Examinations
- Only NCEES-supplied reference materials are permitted for use in the examination room.

Rationale

The committee amended language for clarity.

Board of directors’ position

Endorses, consent agenda

EPP Motion 15

Move that Exam Administration Policy 5 be amended as follows:

EAP 5 NCEES Examinations Offered by a Member Board Within Its Jurisdiction

A. Jurisdiction Limitation

A member board may offer NCEES examinations only in its jurisdiction. The member board must make suitable arrangements to protect the confidentiality and security of the examinations according to NCEES guidelines. Administration of examinations must conform to the NCEES scheduled timeframes for examinations. Individual applicants should apply to the sponsoring ~~jurisdiction-member board~~ in accordance with that jurisdiction’s operating policies and procedures. This policy does not preclude an examinee from sitting for a CBT examination in a different jurisdiction.

- C. Member boards are encouraged to sponsor or otherwise facilitate use of the FE and FS examination results for internal use of institutional outcomes assessment, but such use should not subordinate or endanger the function, concept, or security of the FE or FS examination’s primary purpose as the first examination for professional licensure, in keeping with the underlying mission of safeguarding the health, safety, and welfare of the public.

D. [U.S. Military Base Exemption](#)

This policy does not preclude a member board from offering the examinations at an NCEES-approved site to U.S. military personnel stationed at military bases outside the United States.

Rationale

The committee amended language to be concise and added headings for consistency. Note: Additional changes to EAP 5 are proposed in Motions 16 and 20. Section B is not shown above because Motion 16 is proposing to move it to another section; if that Motion 16 passes, then Sections C and D above will be renumbered accordingly.

Board of directors' position

Endorses, consent agenda

EPP Motion 16

Move that Exam Administration Policy 8, Exam Administration Policy 5B, and Exam Development Policy 15 C and D be amended as follows:

EAP 8 Release and Use of Examination Results

A. [Results Reporting](#)

Examination results shall be released only to the respective member board, to its designee, or directly to examinees as directed by the member board. Examination results for candidates suspected of an exam irregularity shall not be released until the irregularity has been resolved per the *Security and Administrative Procedures Manual*. [Reporting of examination results for candidates will be reported only as pass or fail. All failing candidates will be provided with a diagnostic report to indicate performance on those sections attempted.](#)

[The converted scores for each candidate will be furnished to member boards upon request. The use of individual candidate scores is for licensure purposes only, that is, to establish minimum competency. Individual candidate names and scores shall not be published, made public, used to make related comparisons, or used for purposes other than licensure. For example, scores above passing shall not be used to rank-order or differentiate among passing candidates.](#)

B. [Validity and Integrity](#)

NCEES shall strive to ensure that the validity and integrity of the examinations are preserved and examinees are treated in a fair and equitable manner. NCEES reserves the right to treat exam scores as final and not subject to change after one year has passed from the date of release from NCEES to the member boards. If there is a post-roster change within a year of the date NCEES releases the examination results roster to the member boards, then NCEES will notify the member board only if the post-roster change alters a candidate's status from fail to pass.

NCEES reserves the right to notify the member boards at any time if it learns that a candidate engaged in any improper conduct relating to the exam on which the score was obtained or took any action that jeopardized the security of any other NCEES exam or exam administration.

C. [In Case of an Irregularity](#)

Examination results for any examinee suspected of an exam irregularity will be provided ~~in perpetuity~~ to the affected member board in a report segregated from all other examinee score reports. This ~~special~~ report will identify the examinee and provide the examinee score information. After the release of the ~~special~~ score report, NCEES will provide the member board with the results of any analysis conducted or other information pertaining to the suspected irregularity. The member board will conduct a review and notify NCEES of its findings and any action taken. An examination irregularity is one that potentially compromises the exam integrity or provides individual candidates with benefits not afforded to other candidates.

D. [Examinee Non-Compliance](#)

Examination results for any examinee who fails to comply with the conditions stated in the NCEES *Examinee Guide* are subject to invalidation by NCEES in accordance with the list below. Exam irregularities that may be grounds for exam invalidation by the member boards are included in the second list below. The

identity of any examinee whose results are invalidated and the reason for invalidation will be provided to the affected member board. Examinees identified by post-exam collusion analysis are subject to EAP 8C above.

The following items in the NCEES *Examinee Guide* are grounds for a candidate to be dismissed from the exam room and for a candidate's exam results to be invalidated by NCEES:

- Having a device with copying, recording, or communication capabilities in his or her possession
- Having a calculator that is not on the NCEES-approved list
- Removing pages from his or her exam booklet on pencil-and-paper examinations
- Leaving the exam area without authorization

The following are the items in the NCEES *Examinee Guide* that are grounds for a candidate's exam results to be invalidated by a member board:

- Having loose papers, legal pads, writing tablets, or unbound notes in his or her possession
- Using a non-NCEES writing instrument or eraser to complete any portion of the exam
- Beginning the exam before the proctor instructs him or her to do so
- Failing to stop writing immediately when time is called on pencil-and-paper examinations
- Writing on anything other than the exam booklet or answer sheet on pencil-and-paper examinations
- Violating any other terms stated in these regulations that are cause for dismissal or exam invalidation

The following item in the NCEES *Examinee Guide* falls under collusion and is already grounds for invalidation by the member boards:

- Copying from another examinee's answer sheet or colluding with other examinees

E. Structural Engineering Examinations

~~The Structural Engineering examination shall be considered and referred to as one 16-hour examination.~~

For the 16-hour Structural Engineering examination, a candidate may sit for either component in separate exam administrations but must receive acceptable results on both components within a five-year period in order to pass the examination. Receiving an acceptable result on only one 8-hour component shall not be sufficient for any licensure purposes.

F. Release to Universities and Colleges

NCEES may provide directly to a university or college FE or FS examination data that will help measure learning outcomes of the total engineering or surveying education.

EDP 15 Reporting of Scores

C. Candidate Score Reports

~~Reporting of examination results for candidates will be reported only as pass or fail. All failing candidates will be provided with a diagnostic report to indicate performance on those sections attempted.~~

D. Release of Candidate Scores to Member Boards

~~The converted scores for each candidate will be furnished to member boards upon request. The use of individual candidate scores is for licensure purposes only, that is, to establish minimum competency. Individual candidate names and scores shall not be published, made public, used to make related comparisons, or used for purposes other than licensure. For example, scores above passing shall not be used to rank order or differentiate among passing candidates.~~

EAP 5 NCEES Examinations Offered by a Member Board Within Its Jurisdiction

B. ~~NCEES may provide directly to a university or college FE or FS examination data that will help measure learning outcomes of the total engineering or surveying education.~~

Rationale

The committee added language to be concise and to follow the previous definition, added headings for consistency, and moved language from EDP 15C and 15D to EAP 8A, and moved language from EAP 5B to EAP 8F. Note: Additional changes to EDP 8E were proposed in Motion 3.

Board of directors' position

Endorses, consent agenda

EPP Motion 17

Move that Exam Administration Policy 10 be amended as follows:

EAP 10 NCEES Examinations Offered to a Foreign Entity

A. Authority of CEO

Upon receiving a request, the chief executive officer may be authorized by the NCEES board of directors to enter into discussions with a foreign entity concerning the administration of NCEES examinations at a foreign site. The discussions will include an assurance that NCEES examinations will be administered in full compliance with all NCEES examination policies and procedures. All costs borne by NCEES to carry out this provision will be reimbursed.

B. Contracting with Foreign Entities

NCEES may contract with the foreign entity to provide administration of its examinations to the foreign entity's engineering or surveying applicants, upon approval of the Council. A draft agreement that defines areas of responsibility for the foreign entity and NCEES may then be created. The agreement will require, at a minimum, that the foreign entity reimburse all costs borne by NCEES to carry out the provisions of the agreement.

As an exception, the NCEES board of directors is authorized to permit the Fundamentals of Engineering and the Fundamentals of Surveying examinations to be administered at NCEES-approved test sites to applicants from a foreign ABET-accredited engineering or surveying program. At a minimum, all costs borne by NCEES to carry out this provision will be reimbursed.

C. Minimum Criteria for Examinees

For any approved agreement, NCEES will establish minimum criteria for examinees of the foreign entity that are in general conformance with the existing NCEES *Model Law* and *Model Rules*. NCEES will retain the score information for examinees of foreign entities and will transmit that information to any member board when requested.

D. Use of Examination Results for Licensure

The examinations may be used to assist examinees interested in applying for licensure as a professional engineer or surveyor with an NCEES member board as well as an outcomes assessment tool to assist in measuring the outcomes of a foreign-based education system.

However, in the event that the examinee elects to use the results of the examination for the purpose of applying for licensure, the member board may not be precluded from imposing any additional requirements related to state licensure, including but not limited to educational and experience requirements.

E. Restriction on Use of Examination Results

Examinee performance data from examinations provided to a foreign entity shall not be included in exam evaluation or development, used to establish cut scores, or included in exam result statistics for NCEES jurisdictions. Examinee performance data from exams provided to a foreign entity may be evaluated and reported separately.

F. Release of Examinee Performance Data

NCEES may release examinee performance data to an ABET-accredited foreign educational program or to the foreign governing body or professional organization as provided in the contract or as approved by the board of directors.

Rationale

The committee added headings for consistency.

Board of directors' position

Endorses, consent agenda

EPP Motion 18

Move that Exam Administration Policy 12 be amended as follows:

EAP 12 Exam Administration Audits

Member boards or their authorized representatives are required to participate in exam administration audits as established by the NCEES board of directors exam administration audit plan in order to ensure consistency in exam administration and security.

Member boards or their authorized representatives will follow the procedures established in the Auditing Compliance with Exam Procedures section of the NCEES *Security and Administrative Procedures Manual*. These will include member board self-audits, onsite follow-up audits, and the use of current NCEES Compliance and Security Audit forms.

CBT examination forensics, including a secret shopper-type program ([which shall include a person who is requested to take the exam at a test center to verify quality assurance of the examination process](#)), may be performed in accordance with the vendor-NCEES contract. Secret shopper exposure to NCEES examination content is restricted to an NCEES staff member or a licensed engineer or surveyor who has already passed the appropriate NCEES exam.

Rationale

The committee added language for clarity.

Board of directors' position

Endorses, consent agenda

EPP Motion 19

Move that Exam Administration Policy 13 be amended as follows:

EAP 13 Proctors for Administration of ~~Pencil and Paper~~ Examinations

Any person who teaches a refresher course or is actively involved in preparation of non-NCEES-sponsored review material for an NCEES ~~pencil and paper~~ examination shall not serve as a proctor for any NCEES examination.

Rationale

Added language to be concise so that the policy would include CBT vendor as well.

Board of directors' position

Endorses, consent agenda

EPP Motion 20

Move that Exam Administration Policy 5 be amended as follows:

EAP 5 NCEES Examinations Offered by a Member Board Within Its Jurisdiction

- A. A member board may offer NCEES examinations only in its jurisdiction except as noted in paragraph E. The member board must make suitable arrangements to protect the confidentiality and security of the examinations according to NCEES guidelines. Administration of examinations must conform to the NCEES scheduled timeframes for examinations. Individual applicants should apply to the sponsoring jurisdiction in accordance with that jurisdiction's operating policies and procedures. This policy does not preclude an examinee from sitting for a CBT examination in a different jurisdiction.
- B. NCEES may provide directly to a university or college FE or FS examination data that will help measure learning outcomes of the total engineering or surveying education.
- C. Member boards are encouraged to sponsor or otherwise facilitate use of the FE and FS examination results for internal use of institutional outcomes assessment, but such use should not subordinate or endanger the function, concept, or security of the FE or FS examination's primary purpose as the first examination for professional licensure, in keeping with the underlying mission of safeguarding the health, safety, and welfare of the public.
- D. This policy does not preclude a member board from offering the examinations at an NCEES-approved site to U.S. military personnel stationed at military bases outside the United States.
- E. Beginning with the April 2022 pencil-and-paper administration, the 16-hour PE Structural Engineering exam will be offered as a regional exam and administered only by NCEES. This policy will continue until the exam transitions to computer-based testing. Examinees will be allowed to travel beyond jurisdictional boundaries to take the exam.

Rationale

With the exception of the 16-hour PE Structural exam, the last pencil-and-paper exams will be administered in October 2021. Currently, pencil-and-paper exams are administered in every jurisdiction. Since 2018, 80% of the 16-hour Structural examinees have tested in 18 jurisdictions. From a financial standpoint, it is more efficient to offer the exam where the majority of the examinees are located. Note: Additional changes to EAP 5 are proposed in Motions 15 and 16.

Board of directors' position

Endorses, consent agenda

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.



Committee on Uniform Procedures and Legislative Guidelines

Lamberto (Bobby) Ballí, P.E., Chair

ABSTRACT

The Committee on Uniform Procedures and Legislative Guidelines (UPLG) promotes effective procedures for uniform comity by maintaining the NCEES *Model Law* and *Model Rules*. The committee incorporates revisions to the model language as a result of motions, recommendations, and comments from NCEES committees, task forces, and member boards. The committee conducts a comprehensive review of the *Model Law* and *Model Rules* at least once every five years. It last completed that review in 2017–18.

The 2020–21 UPLG Committee was assigned two charges. UPLG used Basecamp to conduct the preliminary work on the charges for 2021 and held five virtual meetings through Zoom to finalize its motions and recommendations.

UPLG will present three motions from the 2019–20 UPLG Committee report; in addition, it developed one additional motion and has one recommendation. **The motions begin on page 85.**

CHARGES

Charge 1

Review the 2019–20 UPLG Committee report and proposed motions. Confirm that the proposed motions should be brought forward at the 2021 annual meeting. Propose motions accordingly.

The 2019–20 UPLG Committee developed three motions. Because the 2020 annual meeting was held virtually, all motions not essential to day-to-day Council business were put on hold and assigned to the 2020–21 committees to review. UPLG reviewed the three 2019–20 motions and agreed to present them at the 2021 annual meeting as **Motions 1–3**.

Charge 2

Review the Model Law and Model Rules to determine if processes outlined within the documents place an unintended barrier to potential licensees from underrepresented groups. Recommend revisions if appropriate.

The committee addressed Charge 2 with the following understanding:

- Although there may be possible barriers to the actual professions of engineering and surveying, the committee at this time only addressed the charge by reviewing and recommending revisions to possible unintended barriers to licensure through the language in the NCEES *Model Law* and *Model Rules*.
- Underrepresented groups would be defined per the following National Science Foundation statement: “The representation of certain groups of people in science and engineering (S&E) education and employment differs from their representation in the U.S. population. Women, persons with disabilities, and three racial and ethnic groups—blacks, Hispanics, and American Indians or Alaska Natives—are underrepresented in S&E.”
- Any recommended revisions to the *Model Law* or *Model Rules* would not be appropriate if they lower the bar for engineering or surveying licensure requirements.
- The committee acknowledged that no complaints or scenarios had been presented by the NCEES board of directors or staff in which a barrier to licensure was perceived.
- The charge did not request a review of the NCEES *Bylaws*.

In addressing this charge, the committee reviewed the *Model Law* and *Model Rules* for the following possible barriers related to the following issues.

Issue 1: Responsible charge

- **Questions:** Does the requirement of supervision or the definition of supervision or responsible charge create an unintended barrier? Can the issue of current supervision, management, or oversight of person(s) in this group be a barrier?
- **Discussion:** Although several scenarios were discussed (for engineering and surveying), the consensus of the committee was that these issues could be present as a result of a supervisor's deficiencies or cultural insensitivity. This scenario could even expand beyond underrepresented groups to remote employees. However, the problem cannot be abated with any revisions to the *Model Law* or the *Model Rules*. The committee could only identify issues that are related to a specific workplace issue and, therefore, are a human resources matter.
- **Action:** UPLG determined that no action is necessary.

Issue 2: Exams taken by visually or hearing impaired

- **Questions:** Do current requirements in taking the exam and conditions while taking the exam create an unintended barrier? How about access to ABET-accredited programs for persons with disabilities?
- **Discussion:** The committee identified federal rules and regulations requiring every exam and educational facility to provide equal or greater access to all individuals with a disability. There being no possible language revision that gives NCEES the ability to enforce this matter, the committee acknowledged that federal guidelines were already in effect to eliminate barriers at testing sites, universities, and other learning centers.
- **Action:** UPLG determined that no action is necessary.

Issue 3: Mastery of the English language

- **Question:** Does the requirement of mastery of the language of commerce with a degree from a non-U.S. engineering or surveying program create an unintended barrier?
- **Discussion:** *Model Law* 130.10 B.2. was discussed as it pertains to the requirement of communicating in the language of commerce. Regardless of whether or not a person with a foreign degree is interpreted as being underrepresented, the committee concurred that the requirement of the language of commerce (i.e., English) was necessary in protecting the public. The committee determined that any revision would lower the bar to licensure. The committee also noted that *Model Rules* 230.40, Examinations, states in Section F, "The language of the examination shall be in English." This language matches that of NCEES Exam Development Policy 14, Foreign Language, which states, "NCEES shall prepare examinations only in the English language."
- **Action:** UPLG determined that no action is necessary.

Issue 4: Residency status

- **Question:** Does the U.S. citizenship requirement to serve on an engineering or surveying licensure board create a hardship for licensure??
- **Discussion:** The committee agreed that this was not a licensure issue but that it could be construed to be impartial in some states that allow permanent residency as well as U.S. citizenship. The committee determined that this issue was outside the scope of Charge 2 but did want to include documentation of its discussion since this is an issue that may need to be reviewed in the future.
- **Action:** UPLG recommends that the appropriate committee be charged with considering whether the citizenship requirement in *Model Law* 120.20, Board Qualifications, should be expanded to include permanent U.S. residents.

Issue 5: Experience requirement of a specific number of years

- **Question:** Does the required amount of experience for licensure cause undue hardship either financially or for reasons of lack of access to education, etc.?
- **Discussion:** This item was discussed for a short while both for underrepresented groups and for licensing candidates from remote areas or areas with economic hardships. The committee concurred that there were no other options to *Model Law* that would not lower the bar for licensure.
- **Action:** UPLG determined that no action is necessary.

Issue 6: Number of reference requirements

- **Question:** Does the required number of references for licensure cause undue hardship either financially or for reasons of lack of access to additional P.E.s, etc.?
- **Discussion:** The committee held the same discussion and reached the same conclusion as with Issue 5.
- **Action:** UPLG determined that no action is necessary.

Issue 7: Foreign degrees in the *Model Rules* but not in the *Model Law*

- **Question:** Are the additional requirements for licensure candidates with foreign degrees an unintended barrier to the licensure of underrepresented groups?
- **Discussion:** Discussion ensued relating to the applicability of this issue and the accreditation process and the applicability to the scope of Charge 2.
- **Action:** UPLG determined that no action is necessary.

Issue 8: Required field experience for surveyors

- **Question:** Does the requirement of having a minimum amount of field experience for licensure as a professional surveyor create a barrier to licensure for underrepresented groups?
- **Discussion:** The discussion started with the minimum requirement of three years of field experience for licensure as a professional surveyor. Some states have requirements for a minimum amount of time spent in the field, but not all. The discussion focused on whether or not this was necessary, given that it may be more important for different types of surveying (boundary, mapping, hydrographic, etc.) than others, thus the recommendation to provide the option (“/or”) for field experience. The consensus was that having a requirement for a minimum amount of field experience is not a barrier for women or minority groups but certainly could be for persons with physical disabilities.
- **Action:** Revise *Model Law* 130.10 C2a to read, “A surveyor intern with a specific record of four years or more of ~~combined office and~~ progressive ~~field~~ experience satisfactory to the board in surveying, ~~of which a minimum of three years of progressive field experience satisfactory on surveying projects~~ under the supervision of a professional surveyor, shall be admitted to the NCEES Principles and Practice of Surveying examination and any required state-specific examinations. Upon passing these examinations, the applicant shall be licensed as a professional surveyor, if otherwise qualified.” UPLG will propose **Motion 4** to make this change.

Issue 9: Inactive status

- **Questions:** Is there a barrier for women during pregnancy or during child-rearing years once they move to inactive status? Are the allowances or lack thereof an unintended barrier?
- **Discussion:** In the event a disability is considered, there is a viable CPC exemption under *Model Rules* 240.30 G.3, for anyone—underrepresented or not—to maintain inactive status on an equal basis.
- **Action:** UPLG determined that no action is necessary.

Respectfully submitted, the **Committee on Uniform Procedures and Legislative Guidelines:**

Lamberto (Bobby) Ballí, P.E., Chair

Members

Clifford Baker, P.L.S.
Charles Coyle, P.L.S.
Ken Fuller, P.E.
William (Rick) Huett
Gale Jamison, P.E.
Wayne Moore, P.E.
Monte Phillips, Ph.D., P.E.
Milena Trust, Esq.

Consultants

Iarelis (Ia) Hall, P.S.M.
Bobbie Shields, P.E.
Samuel Wilson, P.E.

Board liaison

Christopher Duhamel,
P.E., P.L.S.

Staff liaison

Keri Anderson

UPLG Motion 1

140.20 Expirations, Renewals, and Reinstatement to Active Practice

- for the ~~three previous five~~ years immediately prior to requesting reinstatement, that individual will~~may~~ be required to take and pass the NCEES Principles and Practice of Engineering (PE) examination or the NCEES Principles and Practice of Surveying (PS) examination and jurisdiction-specific examinations prior to reinstatement to demonstrate proof of current competency.

The 2018–19 Committee on Member Board Administrators made a motion to charge UPLG with amending this language. The MBA Committee’s rationale was as follows: “The intent of this section is to ensure that qualified individuals are practicing professional engineering and surveying. Most member boards do not require licensees to take an exam again in order to reinstate their license after having a lapsed license for a certain length of time. There are legitimate reasons that an individual may not have maintained a current license, such as working within an industry that did not require him or her to maintain a current license. [These revisions] would allow a member board to use its professional judgment as to whether the specific circumstances of each situation would call for retaking any examination to prove competency.” As part of its recommended changes, the MBA Committee proposed changing the length of time for renewal from three years to five years. This year’s UPLG Committee added “immediately” after “years” for further clarification.

Board of directors' position

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Move that the *Model Rules* 240.30 B be amended as follows.

B. Definitions

1. Professional Development Hour (PDH)—One contact hour (nominal) of instruction or presentation. The PDH is the common denominator for other units of credit.

- ## Rationale

Last year's UPLG Committee reviewed the language and modified it in paragraph 1a to simplify it (as shown below in black with underlines and strikethroughs. It deleted "the amount of time scheduled to allow for instruction in a course (lecture or laboratory)" because it felt that the language is outdated and does not allow for different ways that materials are presented. It changed the original proposed language in 1b for consistency. This year's UPLG Committee is presenting the same language that last year's UPLG Committee developed (as shown above in blue).

B. Definitions

- ## Board of directors' position

[illegible]

UPLG Motion 3

Move that the *Model Rules* 240.30 C and E be amended as follows.

240.30 Continuing Professional Competency

The purpose of the continuing professional competency requirement is to demonstrate a continuing level of competency of licensees.

C. Qualifying Activities

PDHs may be earned as follows:

1. Successful completion of college courses
- ~~2. Successful completion of short courses, tutorials, webinars, and distance education courses offered for self study, independent study, or group study and through synchronous or asynchronous delivery methods such as live, correspondence, archival, or the Internet~~
2. Successful completion of short courses, tutorials, webinars, and distance-education courses offered for documented individual or group study. The method of delivery can be through the following:
 - a. Face-to-face programs or live internet-based programs
 - b. Archived prerecorded programs or archived correspondence programs
3. Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, conferences, or educational institutions
4. Teaching or instructing in 1 through 3 above
5. Authoring published papers, articles, books, or accepted licensing examination items
6. Active participation in professional or technical societies or in accrediting organizations
7. Patents
8. Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering professions that involve K–12 or higher education students

E. Determination of Credit

The board has final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit.

1. Credit for college or community college approved courses will be based upon course credit established by the college.
2. Credit for qualifying seminars and workshops will be based on 1 PDH for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDHs for the actual time of each program.
3. Credit determination for activities in subsections D.6 and D.8 is the responsibility of the licensee (subject to review as required by the board).
4. Credit for activity in subsection D.7, active participation in professional and technical societies (limited to 2 PDHs per organization), requires that a licensee serve as an officer and/or actively participate in a committee of the organization. PDHs are not earned until the end of each year of service is completed.
5. No more than 8 PDHs may be obtained during a 24-hour period.

Rationale

The 2018–19 Committee on Education proposed a motion to charge UPLG with modifying 240.30 C and E related to continuing professional competency requirements. The Education Committee’s rationale for modifying the language was as follows: “The committee discussed this charge at length and, based on the assortment of courses being offered today, agreed that there needs to be a better definition as to how courses are presented. In addressing the charge, the committee feels that the *Model Rules* needs to spell out the differences between web-based live, web-based pre-recorded, and live face-to-face seminars in the Qualifying Activities section. Because of the increase in the number of courses being offered by a variety of different media, the committee is also proposing that licensees be held to obtaining only 8 PDHs in a 24-hour period.”

The 2019–20 UPLG Committee decided to propose the motion as presented by the Education Committee but recommended that the appropriate committee review and define the terms “self-study” and “independent study,” including a clarification of the difference between the two terms. They are already included in current language but not defined. It asked the Education Committee to consider whether these terms should be defined based on measurable outcomes.

Because this motion was put on hold due to the pandemic, the 2020–21 Education Committee reviewed the terms “self-study” and “independent study” and agreed that the terms needed to change. The Education Committee did not think the term “self-study” should be used at all. It felt that “documented individual or group study” works best and that using the word “documented” is especially important. Therefore, the term was

changed to “documented individual,” rather than “self-study” or “independent study,” as shown in C.2 above. If this motion passes, the *Continuing Professional Competency Guidelines* will need to be reviewed to ensure that the terminology matches.

Board of directors' position

Endorses, consent agenda

UPLG Motion 4

Move that the *Model Law* 130.10 C be amended as follows.

130.10 General Requirements for Licensure

Education, experience, and examinations are required for licensure as a professional engineer or professional surveyor as set forth by the jurisdiction.

C. Surveying

2. Licensure as a Professional Surveyor

a. Initial Licensure as a Professional Surveyor

A surveyor intern with a specific record of four years or more of ~~combined office and~~ progressive field experience satisfactory to the board in surveying, ~~of which a minimum of three years of progressive field experience satisfactory on surveying projects~~ under the supervision of a professional surveyor, shall be admitted to the NCEES Principles and Practice of Surveying examination and any required state-specific examinations. Upon passing these examinations, the applicant shall be licensed as a professional surveyor, if otherwise qualified.

Rationale

This year’s UPLG Committee was charged with reviewing the *Model Law* and *Model Rules* to determine if processes outlined within the documents place an unintended barrier to potential licensees from underrepresented groups. As a result of this review, the committee decided that the *Model Law* terms “combined office” and “field experience”—as well as the number of years required for field experience—could be a barrier to people with physical disabilities. It is therefore proposing to remove the specifics of office and field experience in the model document and to instead make it clear that the progressive experience should be satisfactory to the board. Making the language broader would help facilitate comity licensure among boards.

Board of directors' position

Endorses, non-consent agenda

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Fire Protection Task Force

Dale Jans, P.E., Chair

ABSTRACT

The Fire Protection Task Force was charged with reviewing both the NCEES position statement on fire protection engineering and a position paper written by the Society of Fire Protection Engineers (SFPE) entitled *The Engineer and the Engineering Technician Designing Fire Protection Systems*. The task force met virtually in September, October, November, and December of 2020 to discuss and evaluate its charges.

The task force was formed when SFPE asked NCEES to endorse the newly created position paper *The Engineer and the Engineering Technician Designing Fire Protection Systems*. NCEES Administrative Policy 6, Views, Opinions, Interpretations, and Positions, directs support or endorsement of something of this nature to be approved by the Council or to be authorized by the NCEES board of directors. Because the board of directors did not have direct knowledge of fire protection systems, President Christopher Knotts, P.E., formed the task force to review the position paper and to report back to the board of directors with recommendations. President Knotts also charged the task force with reviewing the current NCEES position statement regarding fire protection engineering.

The task force has one motion for Council action. **The motion is shown beginning on page 90.**

CHARGES

Charge 1

Review NCEES Position Statement (PS) 22, Fire Protection, to consider if the position statement is still relevant and accurate. Recommend revisions if appropriate.

The task force reviewed the current NCEES position statement. The task force feels that PS 22 needs modification and developed **Motion 1** to amend it.

In the discussions of the current position statement, the task force felt that the definition of fire protection engineering needs to be expanded beyond fire sprinkler and fire alarm design. The discussion led to a debate on the roles and services of professional engineers, contractors, and engineering technicians allowed by each jurisdiction. The task force feels that the position statement needs to acknowledge the varying jurisdictional differences while maintaining that certain design and analysis aspects of fire protection engineering fall under the definition of engineering and thus should be completed by a professional engineer.

One other topic of conversation was the oversight of installation of fire protection systems. The task force feels that the current position statement needs to be revised to more accurately reflect what oversight professional engineers should provide.

In its discussions, the task force noted that in one jurisdiction, the fire marshal commented that nearly 80% of designs submitted for review were incorrect. The group agreed that this is an issue in other jurisdictions as well and encourages member boards to be diligent in making sure that engineering documents submitted are completed by a professional engineer with the requisite education and fire protection systems design experience.

Charge 2

Review the Society of Fire Protection Engineers Position Statement, The Engineer and the Engineering Technician Designing Fire Protection Systems. Make endorsement recommendations to the NCEES board of directors.

The task force reviewed the SFPE position statement *The Engineer and the Engineering Technician Designing Fire Protection Systems*. The task force was impressed with the thoroughness of the document and, in general, agreed with it. The task force noted that many other organizations had endorsed the SFPE position statement:

ABET, the American Fire Sprinkler Association (AFSA), the American Society of Certified Engineering Technicians (ASCET), the Automatic Fire Alarm Association (AFAA), the Fire Suppression Systems Association (FSSA), the National Fire Sprinkler Association (NFSA), the National Institute for Certification in Engineering Technologies (NICET), and the National Society of Professional Engineers (NSPE).

Task force members recognized that they were charged with reviewing the position statement and not trying to rewrite it, as this is the position of SFPE and not NCEES. The task force members did find several places in which they felt further explanation was necessary. The task force provided comments to SFPE and received a detailed response. In its response, SFPE communicated that it would not be modifying the text of the current position statement based on the comments received from NCEES. However, SFPE acknowledged that the concerns highlighted areas for discussion and emphasis when presenting and using the position statement. While the task force would like to have seen revisions based on the comments, the task force encourages the NCEES board of directors to endorse the position statement.

Respectfully submitted, the **Fire Protection Task Force:**

Dale Jans, P.E., Chair

Members

Scott Drury, P.E.
Wayne Moore, P.E.
Richard Ray, P.E.

Board liaison

Paul Tyrell, P.E., P.L.S.

Staff liaison

Davy McDowell, P.E.

Resources

Robert Brady, P.E.
Brandon Wilkerson, P.E.

MOTION

Fire Protection Task Force Motion 1

Move that the current Position Statement 22 be replaced as follows.

PS 22 Fire Protection

~~NCEES recognizes that fire protection systems—including fire detection, alarm, and suppression systems—play an important role in safeguarding the health, safety, and welfare of the public. NCEES also recognizes the design and calculation of fire protection systems to be the practice of engineering.~~

~~NCEES recommends that member boards actively pursue enforcement of state statutes and rules with local permitting authorities having jurisdiction regarding the engineering supervision over the specification, design, and calculation of fire protection systems.~~

~~To implement the above, the following are recommended:~~

- ~~A. Contract drawings should include a set of fire protection drawings that are sealed by a licensed professional engineer.~~
- ~~B. Supervision by a licensed professional engineer is required in the review of fire protection installation shop drawings for compliance with the engineer's design and specifications.~~
- ~~C. Oversight by a licensed professional engineer is required in the installation of an original permitted design.~~

PS 22 Fire Protection

NCEES recognizes that fire protection plays an important role in safeguarding the health, safety, and welfare of the public. NCEES also recognizes that the application of science and engineering principles to safeguard life, property, income, and the environment from the effects of fires, explosions, and related hazards to be the practice of fire protection engineering.

NCEES recommends that member boards actively pursue enforcement of state statutes, rules, and regulatory codes, with local permitting authorities having jurisdiction regarding the analysis and application of fire protection engineering.

NCEES recognizes that many states and territories do not license professional engineers by engineering discipline and that various aspects of fire protection engineering may be performed by licensed professionals (architects or engineers) with experience in the analysis, design, and application of fire protection systems.

For fire protection systems above or below the minimum threshold of system type, complexity, size, and value for professional engineering, the following are recommended whenever a professional engineer engages in the practice of fire protection engineering:

- ## Rationale

Board of directors' position

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Public Outreach Task Force

Samuel Wilson, P.E., Chair

ABSTRACT

The Public Outreach Task Force was charged with developing plans and recommendations for promoting and enhancing outreach activities and messages to the various NCEES and member board audiences.

The task force was assigned three charges. It has one motion for Council action and several recommendations. **The motion is shown on page 93.**

CHARGES

Charge 1

Review the 2019–20 Public Outreach Task Force report. Review any recommendations from the report, and propose motions if appropriate.

The 2019–20 task force has three recommendations. The first is for the NCEES board of directors to implement a standing/rotating group of young engineers and surveyors, similar to the 2015–16 Emerging Leaders Group, to provide insight and guidance on communications with engineers and surveyors of the future. The current task force agrees that having such a group would be beneficial. However, it believes more thought and discussion are needed to ensure the group has clearly defined objectives and includes a balanced representation of engineers and surveyors at various stages of the licensure process.

The Public Outreach Task Force will present **Motion 1** for a committee or task force to be charged with identifying objectives for the group to accomplish, the makeup of the group, and the process for selecting participants.

The second recommendation is for NCEES to engage with members of the Participating Organizations Liaison Council (POLC) to partner with messaging, funding, and delivery of outreach concerning engineering, surveying, and professional licensure. The task force recognizes the value of the POLC communications between NCEES and other professional societies and organizations. However, it believes that the individual representatives who attend the POLC meetings are not those who are involved in outreach activities and that outreach is better achieved through NCEES' existing level of engagement with those organizations.

The third recommendation is for NCEES and the board of directors to develop a program to support K–12 engineering and surveying education initiatives for underserved, underfunded, or challenged school districts or programs. The task force confirmed that these groups are existing target audiences in NCEES marketing and outreach efforts and budgets and that no further action is required at this time. This year's Committee on Education also addressed a similar charge this year, as described in its report.

Charge 2

Review Position Statement (PS) 33, Promotion of Licensure, to consider adding the purpose and importance of NCEES outreach efforts and their connection to the health, safety, and welfare of the public. Recommend revisions if appropriate.

The task force reviewed PS 33, Promotion of Licensure, which currently states, "The mission of NCEES is to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public. As such, the Council is committed to promoting and will promote the value of licensure to all audiences." The task force decided the language as currently written does not need to be amended. The general nature of the statement is effective, as it allows member boards to engage in outreach activities at a level and type of their choosing. Adding outreach-specific details could limit a member board to only those activities presented in the statement.

Charge 3

Develop a best practices procedure that could be provided to governors to aid in the appointment of engineers and surveyors to their respective boards. The procedure should inform governors of the responsibility state board members have at the national level to shape the future of professional engineering and surveying licensure.

The task force discussed the need for a best practices procedure as described in Charge 3 and recommends that NCEES staff be charged with creating and distributing a document that describes the national responsibilities of engineering and surveying state and territory (jurisdiction) board members. The document should be short and to the point, with graphics for emphasis. The primary message should focus on how the jurisdiction benefits from board members taking an active role at the national level to highlight the jurisdiction's opportunity to influence national policies. Supporting messages should include the jurisdiction's responsibility to work with other jurisdictions to address comity/interstate licensure, the need for the governor to encourage and set an expectation for participation at the national level, and the need for diversity as it relates to engineering and surveying disciplines and areas of expertise.

Respectfully submitted, the **Public Outreach Task Force:**

Samuel Wilson, P.E., Chair

Members

Theresa Hilliard Hodge, P.E.
Christina Martin, P.L.S.
Karen Purcell, P.E.

Board liaison

Dean Ringle, P.E., P.S.

Staff liaison

Nina Norris

MOTION

Public Outreach Task Force Motion 1

Move that NCEES staff develop a format for a group of young engineers and surveyors that can provide insight to the Council. The process should include providing a framework that includes clear objectives for the group to accomplish, eligibility requirements, the process for selecting participants, oversight, and ways to effectively provide input to and communicate with the Council.

Rationale

As mentioned in the task force report, the purpose of this motion is to implement a standing/rotating group of young engineers and surveyors, similar to the 2015–16 Emerging Leaders Group, to provide insight and guidance on communications with engineers and surveyors of the future. The task force believes the group should have clearly defined objectives and include a balanced representation of engineers and surveyors at various stages of the licensure process.

Board of directors' position

Endorses, consent agenda

[illegible]

Board of Directors

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* 6.02.

Section 6.02 Quorum and Voting. A quorum for the transaction of business at the Annual Business Meetings of the Council shall be delegates from a majority of Member Boards. A majority vote of the Member Boards represented shall be required for affirmative action unless otherwise provided for in the *Bylaws*.

Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote. ~~If a Member Board is represented by more than one delegate present at the time of voting, the vote may be split proportionately if its delegates wish.~~ An associate member may serve as a Member Board delegate for voting purposes only when so designated by the Member Board's chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For Member Boards that require authorization from the state, such designation may come from the agency director for that board.

Voting by one Member Board on behalf of another Member Board not physically present in the meeting room at the time of the vote shall not be permitted.

Board of directors' position

Endorses, non-consent agenda

Board of directors' rationale

The board of directors is proposing to have this language removed because each board has one vote; for that board's vote to make a difference, it needs to be counted as whole vote. When a board splits its vote, it is essentially nullifying its vote because the split votes cancel each other out. If a member board cannot come to an agreement on its vote for or against a motion, it can always choose to abstain from voting on the motion.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Move to adopt the 2021–22 proposed operating and capital expenditure budgets, which are shown in the

[illegible]



Committee on Awards
Robert Krebs, P.E., L.S., Chair

ABSTRACT

The Committee on Awards is charged with canvassing member boards for nominations for the service awards to be given at the annual meeting. These awards are the Distinguished Service Award with Special Commendation, the Meritorious Service Award, the Distinguished Examination Service Award, and the President's Award. After receiving the nominations, the committee held a conference call to review nominees based on the criteria shown below. From these nominations, the committee recommended recipients for the board of directors to consider. The committee is guided by NCEES Administrative Policy (AP) 12, which is as follows:

AP 12 Awards

NCEES will officially recognize members, associate members, emeritus members, and other volunteers who provide or have provided outstanding service to NCEES. The members of the Committee on Awards and the board of directors shall not be nominated for these awards while serving on the Committee on Awards or on the board of directors. In evaluating nominations, the following guidelines are to be observed:

Distinguished Service Award

- Must be a current member, a former member, or an emeritus member
- Must promote engineering or surveying licensure at the state or national level
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- May include participation in professional or technical societies as a consideration
- Must demonstrate active participation in member board activities
- Must include distinguished service on at least one NCEES committee
- May be nominated by a member board

Distinguished Service Award with Special Commendation

- Must have received the Distinguished Service Award at least six years prior to receiving the Distinguished Service Award with Special Commendation. Any exception based on extraordinary circumstances must be approved by the NCEES board of directors with recommendation by the Committee on Awards.
- Must demonstrate service prior to and after receiving Distinguished Service Award
- Must be a current member, a former member, or an emeritus member
- Must promote engineering or surveying licensure at the national level
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- May include participation in professional or technical societies as a consideration
- Must demonstrate active participation in member board activities
- Must include leadership or exemplary service on at least one NCEES committee
- May be nominated by a member board

Meritorious Service Award

- Must be a current or former associate member
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission, vision, and goals of his or her board and NCEES
- Must participate in member board activities
- Must participate in the promotion of licensure or the enforcement of member board laws and rules
- Must include distinguished service on at least one NCEES committee
- May be nominated by a member board

Distinguished Examination Service Award

- Must demonstrate positive contributions and longtime commitment to the NCEES examination program
- Must have served on at least one of the Council's examination committees or exam-related task forces
- Must demonstrate exemplary service and leadership in the advancement and improvement of NCEES examinations and the exam-development process
- May be nominated by a member board, an exam committee, or the board of directors

President's Award

- May be given by the president to recognize an individual for outstanding service in support of NCEES

TEXT

Charge 1

Canvass member boards by October 1, 2020, for nominations for awards to be presented at the 2021 annual meeting. Nominations should be received no later than January 31, 2021.

In accordance with Charge 1, nominations for awards were solicited by October 1, 2020, and were received by January 31, 2021. Nominations were as follows:

- 8 Nominees—Distinguished Service Award
- 0 Nominees—Distinguished Service Award with Special Commendation
- 0 Nominees—Meritorious Service Award
- 9 Nominees—Distinguished Examination Service Award

Charge 2

Provide recommendations to the NCEES board of directors for awards to be presented at the 2021 annual meeting.

The committee made individual ratings of the nominees, and these were forwarded to the chair for tabulation. The combined ratings were returned to the members for review. The committee held a conference call and reached agreement on the recipients. Recommendations to the board of directors were as follows:

- 2 Nominees—Distinguished Service Award
- 0 Nominees—Distinguished Service Award with Special Commendation
- 0 Nominees—Meritorious Service Award
- 2 Nominees—Distinguished Examination Service Award

Respectfully submitted, the **Committee on Awards:**

Robert Krebs, P.E., L.S., Chair

Members

Richard (Dick) Cottingham, P.E., P.L.S.
Karol Grove, P.S.
Howard (Skip) Harclerode II, P.E.
Patty Mamola, P.E.

Board liaison

Dean Ringle, P.E., P.S.

Staff liaison

Sherrie Dyer, CAP-OM



Committee on Examination Audit

Christy VanBuskirk, P.E., Chair

ABSTRACT

With all standing committee meetings being held virtually through the end of 2021, the in-person Committee on Examination Audit meeting scheduled for March 19–20, 2021, was canceled. The committee chair, board liaison, and NCEES staff liaison met virtually via Zoom on January 8, 2021, to review the 2020–21 committee charges and discuss potential alternatives and options. Recommendations were forwarded to and approved by the board of directors at its February 2021 meeting.

The 2020–21 NCEES Examination Audit Committee had four charges. The committee has no motions for Council action.

CHARGES

Charge 1

Review all aspects of the NCEES exam development process for the exams being audited to ensure that recognized and accepted psychometric standards for licensing purposes continue to be used and met.

This is a general recurring charge and is addressed through accomplishing the charges of the committee.

Charge 2

Review exam audit findings from the 2019–20 audit cycle to ensure that items were appropriately addressed for the following examinations:

- *Fundamentals of Surveying (item pool administered beginning July 2018)*
- *Principles and Practice of Engineering (PE) Chemical (item pool administered beginning January 2018)*
- *PE Control Systems (pencil-and-paper exam administered October 2019, PAKS, and standard setting)*
- *PE Industrial and Systems (pencil-and-paper exam administered April 2019)*
- *PE Metallurgical and Materials (pencil-and-paper exam administered October 2019)*
- *PE Nuclear (computer-based exam administered October 2019)*
- *PE Petroleum (computer-based exam administered October 2019)*
- *Other general and previously unresolved audit findings*

The committee reviewed last year's audit findings and found that all but two findings were satisfactorily resolved:

- 2019–20 audit finding number two for PE Petroleum exam
- 2019–20 audit finding number three for an older PE Industrial and Systems exam

The committee recommends that the resolution of the two findings be reviewed by next year's Examination Audit Committee.

Charge 3

Audit the most recent administration of the following examinations for which sufficient performance data and analyses have been completed:

- *PE Civil (pencil-and-paper exam administered October 2019)*
- *PE Industrial and Systems (computer-based exam administered October 2020, PAKS, and standard setting)*
- *PE Mining and Mineral Processing (pencil-and-paper exam administered October 2020)*
- *PE Naval Architecture and Marine (pencil-and-paper exam administered October 2020)*
- *Principles and Practice of Surveying (computer-based item pool administered beginning January 2019, PAKS, and standard setting)*

This charge would be difficult to accomplish in the virtual world. The committee considered a number of options, including the following:

- NCEES staff (exam development engineers or other licensed P.E.s) performing all scheduled exam audits, followed by audit committee member review of the findings virtually via Zoom (essentially a staff-performed audit, with after-the-fact audit committee review/oversight)
- Auditing only computer-based testing (CBT) exams scheduled this year virtually and delaying pencil-and-paper exam audits until the next in-person meeting in a future year. Two of the nine scheduled audits were for CBT exams.
- Completely skipping this year's audits and doubling up the audits next year. This would involve expanding next year's audit committee membership as needed.
- Factors considered were ExamDeveloper access, exam security, and logistics of a virtual audit. Many of the audit activities involve the review of paper files (secure documents), discussions with EDEs, and coordination with other committee members—which are best conducted in person.

The board of directors approved the committee's recommendation to delay this charge and address it with the 2021–22 Examination Audit Committee. This may involve expanding the committee membership as needed.

Charge 4

Receive and audit the following standard-setting observation reports conducted by the 2019–20 Exam Audit Committee:

- *PE Industrial and Systems (computer-based exam administered October 2020)*
- *PE Nuclear (computer-based exam administered October 2021)*

The PE Industrial and Systems standard-setting study was conducted in February 2020. The 2019–20 Exam Audit Committee reviewed the report. No action or follow up was required. The PE Nuclear standard-setting study is scheduled to be held virtually July 16–17, 2021. A committee member has been assigned as an observer. Due to the timing, the results of this audit cannot be included in this year's report but will be delivered to next year's Exam Audit Committee (as has been done before in similar situations).

Respectfully submitted, the **Committee on Examination Audit**:

Christy VanBuskirk, P.E., Chair

Members

Daniel Barbato, P.E.
Dennis Micko, P.E.
Shannon Stanfill
Gary Thompson, P.L.S.

Board liaison

Christopher Duhamel, P.E.

Staff liaison

Lehmon Dekle, P.E.

Consultants

Carmine Balascio, Ph.D., P.E., EPE Committee
Aaron Morris, P.L.S., EPS Committee



Committee on Examinations for Professional Engineers

Carmine Balascio, Ph.D., P.E., Chair

ABSTRACT

The Examinations for Professional Engineers Committee (EPE) oversees the development and scoring of the Fundamentals of Engineering (FE) and Principles and Practice of Engineering (PE) exams. It reviews item performance, monitors the training of exam development volunteers, and recommends changes to exam policies and procedures. EPE used Basecamp to conduct the preliminary work on the charges for 2021 and held two virtual meetings—February 8 and 15, 2021—to finalize the work done prior to the virtual meeting and to make recommendations to Council.

The EPE Committee addressed all of its charges. The committee has no motions for Council action.

CHARGES

Charge 1

Review the 2019–20 EPE Committee report. Review any recommendations from the report and propose motions if appropriate.

There were no motions to present that were intended for the 2020 annual meeting. The committee reviewed the report. While there were two recommendations that resulted from Charges 2 and 3, no changes were required and the 2019-20 EPE Committee report is submitted as is.

Charge 2

Accomplish all recurring committee activities:

- *Oversee the development and maintenance of necessary exam items for future FE and PE examinations in accordance with current exam development policies, to include monitoring the preparation and submission of all examinations in a timely manner as set forth by NCEES guidelines.*
- *Conduct professional activities and knowledge studies (PAKS) as appropriate to update exam specifications.*
- *Review the Examination Audit Committee's recommendations, and ensure implementation of any changes approved by the NCEES board of directors.*
- *Monitor training of the exam development subcommittee members to ensure that they understand the concepts of scaling, equating, setting cut scores, and constructing examinations.*
- *Annually review exam development committee member data. Compare them with benchmarks as established by the EPE Committee as part of the NCEES Exam Development Volunteer Diversity Monitoring plan.*
 - *Annually review progress on data collection from target populations.*
 - *Conduct a review of the NCEES Exam Development Volunteer Diversity Monitoring plan on a periodic basis. The time between reviews shall not exceed six years.*
 - *Establish exam development committee membership benchmarks. Review and modify them as needed every five calendar years that end in zero or five (e.g., 2020, 2025, 2030).*
- *Review NCEES exam policies and procedures and refer any recommendations to the Committee on Examination Policy and Procedures (EPP) for appropriate action*
- *Ensure appropriate use of codes and standards for examinations.*

Due to the COVID-19 pandemic, the two EPE meetings were held virtually rather than in person. Normally, each exam committee would give a report on its progress during the past year. Due to the difficult logistics of having so many different people trying to present virtually, NCEES staff presented the necessary information for each exam development committee sufficient for the EPE Committee to meet its oversight charge.

The committee addressed the charge as follows:

- The FE and PE exams have sufficient quantities of exam questions in their banks to create future exams.
- The Professional Activities and Knowledge studies (PAKS) have been placed on hold until face-to-face meetings can be held again. The exam development committees are meeting virtually, and all required tasks are being completed.
- The appendix shows the most up-to-date CBT transition schedule.

Respectfully submitted, the **Committee on Examinations for Professional Engineers:**

Carmine Balascio, Ph.D., P.E., Chair

Laura Sievers, P.E., Vice Chair

Members

Abiodun (Abe) Adewale, P.E.

Kent Anderson, P.E.

Alireza Asgari, Ph.D., P.E., S.E.

William Atkinson, P.E.

Janice Bostelman, P.E.

Chimin (Jimmy) Chao, P.E.

Pastor Farinas, P.E.

Mandy Holway, P.E.

George Murgel, Ph.D., P.E.

Govind Nadkarni, P.E.

James Riney, P.E., P.S.

Board liaison

Brian Robertson, P.E.

Staff liaison

Timothy Miller, P.E.

EPE Appendix: CBT transition of remaining PE examinations

Exam	Last pencil-and-paper administration	First CBT administration	CBT exam type*	Notes
Agricultural and Biological Engineering	October 2020	October 2021	LFF	
Electrical and Computer: Computer Engineering	October 2020	October 2021	LFF	
Electrical and Computer: Electronics, Controls, and Communications	October 2020	October 2021	LFF	
Mining and Mineral Processing	October 2020	October 2021	LFF	
Architectural Engineering	April 2021	October 2022	LFF	
Naval Architecture and Marine	April 2021	October 2022	LFF	
Civil (5 exams)	October 2021	April 2022	LOFT	Was originally planned for April 2023
Controls System	October 2021	October 2022	LFF	
Metallurgical and Materials	October 2021	October 2022	LFF	
16-hour Structural	October 2023	April 2024	LFF/LOFT	Sooner, if possible

*LFF: Linear, fixed form

*LOFT: Linear-on-the-fly testing



Committee on Examinations for Professional Surveyors

Aaron L. Morris, P.S., Chair

ABSTRACT

The Committee on Examinations for Professional Surveyors (EPS) supervises the preparation of exam specifications and is responsible for the content and scoring of all Fundamentals of Surveying (FS) and Principles and Practice of Surveying (PS) examinations.

The committee was assigned four charges. Due to COVID-19 and the limits placed on travel and safety concerns, scheduled meetings were held virtually. The committee held multiple virtual meetings in October. It addressed Charges 1 and 2 with no significant issues and started to review the pre-PAKS. The professional activities and knowledge study (PAKS) is a tool used in testing to determine the topics which are to be tested. Typically, this involves not only NCEES volunteer exam development subject-matter experts but also people not affiliated with NCEES to ensure that other voices are heard. As part of the required due diligence by EPS prior to the actual PAKS being performed, a pre-PAKS meeting was proposed to make an initial estimate on topics that could potentially be covered in the five divisions. The meeting's purpose was to determine if each division could be developed as a statistical valid stand-alone exam.

The pre-PAKS meeting was originally scheduled for April 2020 and was moved to a virtual meeting in September due to COVID-19. The EPS Committee concentrated on determining the appropriate length and time of individual divisional examinations. The EPS Committee then divided into teams. Each team worked separately from the EPS Committee by holding virtual meetings to further review and refine the pre-PAKS data. From January to April 2021, multiple meetings were again held—both as teams and as a committee, working toward finalizing the committee's findings and passing along determinations to NCEES staff to move forward with the preparation of the formal PAKS. In late January and early February, EPS forwarded preliminary exam development and implementation costs to the Finance Committee and the Finance Committee developed a preliminary cost including seat fees and indirect costs. The Finance Committee report may be referenced for those costs. EPS will continue to work toward analyzing and minimizing exam development costs.

This past year has been, to say the least, interesting for the EPS Committee, as the pandemic has impacted all of us. Unfortunately, it placed restrictions on each of us. In years past, it would have slowed or stopped the process. Thankfully, we were able to keep our committee and teams moving forward. Although we may have missed out on team building in person, we came together as a committee via virtual meetings and Basecamp to complete the tasks at hand. Each committee member is to be commended for their valiant efforts in working on this important task for NCEES.

CHARGES

Charge 1

Review the 2019–20 EPS Committee report. Review any recommendations from the report and propose motions if appropriate.

During October's meeting, the committee reviewed the report and brought the membership up to date on the advancements of the previous committee. No changes to last year's report are recommended.

Charge 2

Accomplish all recurring committee activities:

- *Oversee the development and maintenance of necessary exam items for future FS and PS exams in accordance with existing exam development policies.*
- *Review and evaluate exam administrations for conformity of results; prepare, review, and refine future examinations.*
- *Review the pass rates and item performance for recent exam administrations.*
- *Review the Committee on Examination Audit's recommendations, and ensure implementation of any changes approved by the NCEES board of directors.*

The committee received reports from the NCEES Chief Officer of Examinations Timothy Miller, P.E., as well as from the FS and PS exam development committee chairs and found that the exams are being produced and administered in accordance with NCEES exam development policies.

Charge 3

Continue the development of a plan to restructure the PS examination into the following separately scored divisions as described in the 2018–19 Surveying Exam Module Task Force motion:

- *Core PS*
- *Boundary*
- *Public Land Survey System (PLSS)*
- *Mapping Science*
- *Incidental Drainage Design*

Our efforts are a continuation of last year's committee that developed and sent a questionnaire to member boards and their administrators regarding which divisions they would potentially use for licensing. This data was preliminary, and responses varied from state to state. This report's appendix includes the entire questionnaire and responses. The number of responses to the questionnaire was affected by the pandemic, as many board offices were closed; however, we received responses from 34 of the 54 surveying boards. Their replies are very much appreciated. Here is the zone breakdown of the 34 boards that responded:

- Northeast—9
- Central—6
- Southern—9
- Western—10

A summary of the questionnaire results shows that 34 of 34 responses indicated their boards would require the Core PS division and the Boundary division. They would remain as separate divisions to allow the boards who wish to develop a separate license for mapping science by requiring only the Core PS and Mapping Science divisions. Of the 34 boards, 27 would require the Mapping Science division, and 19 would require the PLSS division. Only 5 of the 34 boards indicated that they would require the Incidental Drainage Design division. The questionnaire indicated that the answers to the questions were not binding.

Below are highlights of some of the questions that the 34 surveying boards answered. This report's appendix includes the complete survey responses, including questions about state law and rules changes and open-ended responses.

Indicate if moving to this format will allow you to eliminate or reduce the size of your state-specific exam.

- Eliminate—3
- Reduce—17
- Neither—14

See the appendix for open-ended responses as to how the divisional format would or would not allow them to reduce the size of their state-specific surveying exam.

Assuming laws allow for other types of surveying licenses and all other licensing requirements would be satisfied, would the passing of only the Core and Mapping Science divisions allow you to create a license for mapping science professionals? A mapping science professional is licensed to prepare a geographic information system, drone mapping, and traditional aerial mapping—including topography and related ground control.

- Yes—12
- No—15
- We already license this activity—6
- No response—1

What is the likelihood that you would create a license for mapping science professionals?

- Likely—4
- Unlikely—1
- Unsure—7
- No response—22

Would you be willing to offer the NCEES incidental drainage division in lieu of testing it on your state-specific exam?

- Yes—5
- No—2
- No response—27

After reviewing the questionnaire answers from the boards, the committee continued to work on test development. It reviewed the work from the September meeting regarding the pre-PAKS, then broke into teams to address the pre-PAKS for each divisional exam. Due to COVID-19, the teams worked on a tight timeline to accomplish their goals. Team members evaluated Pearson VUE recommendations on the minimum number of questions per division. The teams

- Reviewed information from the pre-PAKS to preliminarily determine if there are enough topics and questions that can be tested on each division
- Reviewed feedback from member boards on which divisions they might require for licensure in their jurisdiction as well as projected number of takers
- Evaluated a preliminary implementation schedule
- Evaluated projected costs for exam development during and after implementation

The teams, along with NCEES staff, and taking into account recommendations from the psychometric consultants from Pearson VUE, looked at the validity of each divisional exam as well as the time and cost of each exam. With regard to validity, the committee recommends the following format:

- Each exam would consist of 60 questions, 10 of which would be pre-test questions. This is a recommendation from Pearson VUE using the reliability data of the existing PS exam and reducing the number of questions until the reliability statistic is at the minimum recommended level.
- Each exam would have a maximum time limit of 2.5 hours. This was derived using computer-based testing (CBT) data from the existing PS exam—the examinees' average time to answer questions multiplied by the proposed 60 questions, resulting in an appointment time of 2.5 hours.
- The number of items in the item banks for each divisional exam will meet Exam Development Policy 3D.
- Research to date indicates that the anticipated volume of examinees would likely support a linear-on-the-fly (LOFT) delivery method for three divisions (Core, Boundary, and PLSS), with a linear, fixed form (LFF) delivery method for divisions with anticipated smaller volume of examinees (Mapping Science and Incidental Drainage Design).

Preliminary exam development cost to develop and implement the five-division format was forwarded to the Finance Committee (see the Finance Committee report for further discussion). The costs associated with developing and implementing five divisions will require considerable attention from next years' EPS Committee. The committee continues to research ways to save exam development costs. By performing the PAKS virtually, a savings of approximately \$200,000 will be realized.

As the next step in the process, the committee recommends a PAKS associated with the five divisions for the purpose of confirming the supporting research and recommendations. This PAKS for the existing PS is currently planned for 2023–24 in accordance with the Council's normal examination schedules. The committee believes that by initiating the PAKS earlier in this process, the Council will realize the following:

- An economy of scale by accommodating all five divisions together
- A much clearer path forward regarding anticipated examination content and examinee volumes
- A more reliable estimation of costs to both the Council and the examinees

To that end, the committee recommended to the board of directors at its May board meeting that \$90,250 for a virtual PAKS be added to the 2021 budget. At its May meeting, the board of directors approved the recommendation from EPS.

The EPS Committee requests that Charge 3 be continued in 2021–22 to fulfill the intent of the 2018–19 motion from the Surveying Exam Module Task Force and the 2019–20 work from the EPS Committee.

All in all, by conducting committee and team meetings virtually, we were able to accomplish much more than had we met in person. With the availability of online meeting formats, we have been able to conduct meetings on

the fly, if needed. We were fortunate to be able to work with so many amazing committee members, advisors, consultants, and liaisons.

Respectfully submitted, the **Committee on Examinations for Professional Surveyors:**

Aaron Morris, P.L.S., Chair
Glen Thurow, P.S., Vice Chair

Members

Aaron Blaisdell, P.L.S.
James (Jay) Caughman III, P.L.S.
Larry Graham, P.E., L.S.
Jason Henderson, P.S.
Coleen Johnson, R.P.L.S.
Ginger Michalski-Wallace, P.S.
Roy Shrewsbury II, P.S.
Richard (Rich) Smith Jr., P.S.
Joseph Wichert, L.S.
Steven Wilson, P.E., P.L.S.
Andrew Zoutewelle, P.L.S.

Resources

Joseph Flynn, L.S.
Gary Thompson, P.L.S.

Consultants

William (Davey) Edwards, Ph.D., R.P.L.S., L.S.L.S.
Richard (Ric) Moore, P.L.S.
Robin Petzold, P.S.M.

Board liaison

Timothy Lingerfelt, P.L.S.

Staff liaison

Timothy Miller, P.E.

Please select your board.	Once the divisional format is implemented, which of the five divisions would you require applicants to pass to be licensed in your jurisdiction?					Estimate the number of examinees in your jurisdiction by division per year. Please make one selection for each division.					Will implementing this divisional format require a law change in your jurisdiction?	Will implementing this divisional format require a rules change in your jurisdiction?
Response	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Response	Response
Arkansas	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		1–10	1–10	11–20	1–10	N/A	Yes	Yes
California	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		>150	>150	>150	>150	N/A	No	No
Florida LS	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		51–75	51–75	51–75	51–75	N/A	No	Yes
Guam	Core PS	Boundary		Mapping science		1–10	1–10	0	1–10	0	No	Yes
Hawaii	Core PS	Boundary		Mapping science		1–10	1–10	1–10	1–10	N/A	Yes	Yes
Idaho	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		1–10	1–10	1–10	1–10	0	No	No

Please select your board.	Once the divisional format is implemented, which of the five divisions would you require applicants to pass to be licensed in your jurisdiction?					Estimate the number of examinees in your jurisdiction by division per year. Please make one selection for each division.					Will implementing this divisional format require a law change in your jurisdiction?	Will implementing this divisional format require a rules change in your jurisdiction?
Response	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Response	Response
Indiana LS	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	31–40	31–40	31–40	31–40	31–40	Yes	Yes
Kansas	Core PS	Boundary	U.S. Public Land Survey System (PLSS)			11–20	11–20	11–20	N/A	N/A	No	No
Maine LS	Core PS	Boundary		Mapping science		1–10	1–10	N/A	1–10	N/A	No	No
Maryland LS	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	31–40	31–40	31–40	31–40	31–40	No	No
Massachusetts	Core PS	Boundary		Mapping science		11–20	11–20	N/A	11–20	N/A	No	Yes
Michigan LS	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	1–10	1–10	1–10	1–10	1–10	Yes	No
Minnesota	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		21–30	21–30	21–30	21–30	N/A	No	Yes

Please select your board.	Once the divisional format is implemented, which of the five divisions would you require applicants to pass to be licensed in your jurisdiction?					Estimate the number of examinees in your jurisdiction by division per year. Please make one selection for each division.					Will implementing this divisional format require a law change in your jurisdiction?	Will implementing this divisional format require a rules change in your jurisdiction?
Response	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Response	Response
Mississippi	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		1–10	1–10	1–10	1–10	1–10	No	Yes
Montana	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		11–20	11–20	11–20	11–20	0	No	Yes
New Hampshire LS	Core PS	Boundary		Mapping science		11–20	11–20	N/A	11–20	N/A	No	No
New Jersey	Core PS	Boundary		Mapping science		11–20	11–20	N/A	11–20	N/A	No	No
New Mexico	Core PS	Boundary	U.S. Public Land Survey System (PLSS)			21–30	21–30	21–30	21–30	11–20	No	No
New York	Core PS	Boundary		Mapping science		41–50	41–50	N/A	41–50	N/A	No	Yes
North Carolina	Core PS	Boundary		Mapping science		41–50	41–50	N/A	1–10	N/A	No	No

Please select your board.	Once the divisional format is implemented, which of the five divisions would you require applicants to pass to be licensed in your jurisdiction?					Estimate the number of examinees in your jurisdiction by division per year. Please make one selection for each division.					Will implementing this divisional format require a law change in your jurisdiction?	Will implementing this divisional format require a rules change in your jurisdiction?
Response	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Response	Response
North Dakota	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		11–20	11–20	11–20	1–10	0	No	Yes
Oregon	Core PS	Boundary	U.S. Public Land Survey System (PLSS)			51–75	51–75	51–75	1–10	0	No	Yes
Puerto Rico	Core PS	Boundary		Mapping science		1–10	1–10	N/A	1–10	N/A	No	No
Rhode Island LS	Core PS	Boundary		Mapping science	Incidental drainage design	1–10	1–10	0	1–10	1–10	No	No
South Carolina	Core PS	Boundary		Mapping science		1–10	1–10	N/A	1–10	N/A	No	No

Please select your board.	Once the divisional format is implemented, which of the five divisions would you require applicants to pass to be licensed in your jurisdiction?					Estimate the number of examinees in your jurisdiction by division per year. Please make one selection for each division.					Will implementing this divisional format require a law change in your jurisdiction?	Will implementing this divisional format require a rules change in your jurisdiction?
Response	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Response	Response
South Dakota	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		1–10	1–10	0	0	0	No	No
Tennessee LS	Core PS	Boundary				41–50	41–50	N/A	N/A	N/A	No	No
Texas	Core PS	Boundary				101–150	101–150	N/A	N/A	N/A	No	Yes
Utah	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		11–20	11–20	11–20	11–20	N/A	No	No

Please select your board.	Once the divisional format is implemented, which of the five divisions would you require applicants to pass to be licensed in your jurisdiction?					Estimate the number of examinees in your jurisdiction by division per year. Please make one selection for each division.					Will implementing this divisional format require a law change in your jurisdiction?	Will implementing this divisional format require a rules change in your jurisdiction?
Response	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	Response	Response
Vermont LS	Core PS	Boundary				11–20	11–20	N/A	N/A	N/A	No	Yes
Virginia	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science	Incidental drainage design	31–40	31–40	31–40	31–40	31–40	No	No
Washington	Core PS	Boundary	U.S. Public Land Survey System (PLSS)	Mapping science		76–100	76–100	76–100	76–100	N/A	No	No
West Virginia LS	Core PS	Boundary		Mapping science		11–20	11–20	11–20	11–20	0	No	No
Wyoming	Core PS	Boundary	U.S. Public Land Survey System (PLSS)			11–20	11–20	11–20	N/A	N/A	No	Yes

Please select your board.	Indicate if moving to this format will allow you to eliminate or reduce the size of your state-specific exam.	Please describe how moving to this format would allow you to reduce the size of the state-specific examination.	Please explain why moving to this format will NOT allow you to eliminate or reduce the size of your state-specific exam.	NCEES uses a process called the professional activities and knowledges study (PAKS) to determine the topics included on an exam. Are there specific content areas you would like to see included in the PAKS process that could possibly end up as a topic on the divisions?
Response	Response	Open-Ended Response	Open-Ended Response	Open-Ended Response
Arkansas	Neither		It will not test applicants on the uniqueness of the PLSS in Arkansas.	Yes
California	Reduce the size of your state-specific examination	California designs its state specific test plan specifications and examination based upon an occupation analysis conducted every 5-6 years which also includes a comparison to the NCEES PS examination. Any topic considered as unique or specific to California or any topic not tested sufficiently at the national level is included on the state specific examination. At this time, while the California Board anticipates an impact to the number of questions on the state examination resulting from an implementation of the council-approved divisions, the Board is unable to expressly quantify to what level that impact will have on the state examination.		Not at this time – suggest this question is asked again of the member boards when the new test plan specifications are available so each board can determine if there should be any other topic.
Florida LS	Neither		The Florida Jurisdictional Exam covers statutes and rules, not surveying components	No
Guam	Reduce the size of your state-specific examination	Our Guam Land Matters exam can be a "take home" exam that covers specific Guam laws.		No
Hawaii	Neither		Exam wouldn't cover topics like the land system, rules and history specific to Hawaii.	Surveying calculations such as DMD, leveling, error of closure, magnetic declination, taping errors etc.
Idaho	Reduce the size of your state-specific examination	The State specific would only need to test the PLSS items unique to our region/jurisdiction.		We would like to see the PLSS module include questions on the "three mile method" of subdividing a section. non-rectangular entities and sources and types of federal survey records.

Please select your board.	Indicate if moving to this format will allow you to eliminate or reduce the size of your state-specific exam.	Please describe how moving to this format would allow you to reduce the size of the state-specific examination.	Please explain why moving to this format will NOT allow you to eliminate or reduce the size of your state-specific exam.	NCEES uses a process called the professional activities and knowledges study (PAKS) to determine the topics included on an exam. Are there specific content areas you would like to see included in the PAKS process that could possibly end up as a topic on the divisions?
Response	Response	Open-Ended Response	Open-Ended Response	Open-Ended Response
Indiana LS	Reduce the size of your state-specific examination	Assuming the items that end up being included in the division exams meet our expectations, we will likely only require the writing of a real property description for our state exam.		Not as a separate division, but topic-wise, I think section corner perpetuation and evaluation of obliterated corners get short shrift in favor of the simple math of lost corners. Yet in some states like Indiana, there are relatively few lost corners and a lack of focus on obliterated corners leads to surveyors improperly applying proportionate measure to obliterated corners. I also think we should be emphasizing a broader, more proactive role for surveyors in dealing with boundary and title problems. I would be happy to speak on that topic to a broader NCEES audience.
Kansas	Reduce the size of your state-specific examination	it would allow us to eliminate the uspls questions	Required by law	NO
Maine LS	Neither		State specific exam is legislative requirement	Colonial states issues: water boundaries, riparian and ocean
Maryland LS	Reduce the size of your state-specific examination	Currently we are administering two separate exams, state law and minor engineering. Moving forward with this format would allow us to eliminate the minor engineering examination. We would also look to alternative formats for the state law exam to make it more accessible to our applicants.		Minor engineering topics
Massachusetts	Neither		The size of the state specific exam was recently reduced / unique factors for Land Surveying in Massachusetts must be evaluated.	Yes
Michigan LS	Eliminate your state-specific examination			N/A
Minnesota	Reduce the size of your state-specific examination	Less Pressure on enhance PLSS questions		Enhance PLSS Questions

Please select your board.	Indicate if moving to this format will allow you to eliminate or reduce the size of your state-specific exam.	Please describe how moving to this format would allow you to reduce the size of the state-specific examination.	Please explain why moving to this format will NOT allow you to eliminate or reduce the size of your state-specific exam.	NCEES uses a process called the professional activities and knowledges study (PAKS) to determine the topics included on an exam. Are there specific content areas you would like to see included in the PAKS process that could possibly end up as a topic on the divisions?
Response	Response	Open-Ended Response	Open-Ended Response	Open-Ended Response
Mississippi	Neither		The Board does not wish to see a "dummying down" for the current PPS examination. Merely added questions for the public land area.	Again, the Board does not wish to see a "dummying down" for the current PPS examination. Merely added questions for the public land area.
Montana	Reduce the size of your state-specific examination	Our state exam is 90 questions, and moving to this format would probably allow the board to reduce the size by 25%.		No
New Hampshire LS	Reduce the size of your state-specific examination	Reduce the scope of the exam		No
New Jersey	Neither		Our test covers NJ Specific Statutes and Code as well as NJ Specific Common Law interpretations. Adverse Possession requirements, remnant rule, Tidelands...	GPS/RTK systems and adjustments
New Mexico	Reduce the size of your state-specific examination	We would eliminate the PLSS questions from the State Specific exam.		UAS and LiDAR
New York	Reduce the size of your state-specific examination	Depending on the final content and specifics of the questions within the modules it may be possible for New York to reduce its state specific test		1. Continuously Operating Reference Stations (CORS) - The National Geodetic Survey (NGS) manages and operates the CORS (Continuously Operating Reference Stations) program. CORS comprises a nationwide network of permanently operating Global Positioning System (GPS) receivers. NGS provides access to GPS data from this network free of charge via the Internet. The program's primary objective is to enable GPS users to determine precise positional coordinates relative to the National Spatial Reference System (NSRS). 2. Federal Wetland regulations and the location of wetlands by surveyors 3. Federal standard for the survey mapping of Canals
North Carolina	Neither		NC will keep the state specific exam at this time. Moving to the format noted would not allow NC to get rid of the state specific exam due to we would still want to test applicants on NC rules and laws. In addition, the nation drainage module places an imbalance on the importance of drainage and we would continue to test drainage on the NC state specific exam and not require them to take the incidental drainage module of the national format.	NC requests incidental drainage as a blueprint area within the core PS exam in the event the Incidental Drainage Divisional Exam is not implemented. We would like to address incidental drainage on the PS exam, but feel a separate exam would disproportionately test the drainage topic. A separate blueprint area on the Core PS exam would enable testing applicants in an appropriately proportionate manner.

Please select your board.	Indicate if moving to this format will allow you to eliminate or reduce the size of your state-specific exam.	Please describe how moving to this format would allow you to reduce the size of the state-specific examination.	Please explain why moving to this format will NOT allow you to eliminate or reduce the size of your state-specific exam.	NCEES uses a process called the professional activities and knowledges study (PAKS) to determine the topics included on an exam. Are there specific content areas you would like to see included in the PAKS process that could possibly end up as a topic on the divisions?
Response	Response	Open-Ended Response	Open-Ended Response	Open-Ended Response
North Dakota	Neither		Our state-specific exam is, as the name indicates, specific to our state and our state laws.	None that I can think of.
Oregon	Reduce the size of your state-specific examination	Addition of a robust PLSS module will allow for a reduction in the size of the Oregon Specific exam but will not eliminate the need for a State Specific examination. There are specific statutes in Oregon which would not still not be covered in the national exam. Oregon specific survey filing requirements and right of entry notifications process are two of the major topics, but there are also other state specific statutory requirements which would be included in a revised Oregon Specific Exam.		Mapping Sciences broken out in to specific areas of: •Photogrammetry, •LiDAR, •Hydrographic surveying, •GIS
Puerto Rico	Neither		Puerto Rico is a US territory, however many of the local surveying laws and regulations were established under the previous four centuries of Spain jurisdiction All licensed surveyors, locals, reciprocals or by comity, must be proficient in all island applicable laws and regulations.	Any exam modification must be make in consensus with the universities in order to ensure that curriculums match the exams.
Rhode Island LS	Neither		no	n0
South Carolina	Neither		SC state-specific exam is required by regulation and address practice specific to SC.	N/A

Please select your board.	Indicate if moving to this format will allow you to eliminate or reduce the size of your state-specific exam.	Please describe how moving to this format would allow you to reduce the size of the state-specific examination.	Please explain why moving to this format will NOT allow you to eliminate or reduce the size of your state-specific exam.	NCEES uses a process called the professional activities and knowledges study (PAKS) to determine the topics included on an exam. Are there specific content areas you would like to see included in the PAKS process that could possibly end up as a topic on the divisions?
Response	Response	Open-Ended Response	Open-Ended Response	Open-Ended Response
South Dakota	Reduce the size of your state-specific examination	We are looking mostly at more testing exposure on the PLSS. Our state specific exam, while woefully inadequate, covers a few questions on the PLSS. We felt that we could shorten the state-specific test to lessen the total test time, while covering the PLSS more thoroughly.		In my opinion, as I am a more traditional surveyor, the PS Core, Boundary and the PLSS divisions are the most important to our profession. When I started surveying in 1976 these divisions were acquired through education and good tutorship. Education is now much better than it was back then, even though I had a college degree, most of my surveying education was either mentored knowledge or self-taught. In my opinion, boundary work is best taught through good reference material, experience and exceptional mentorship. I have the same feeling about the PLSS and was fortunate to acquire contracts for over 10-years with the US Forest Service for Public Lands retracement surveys. Frankly, I personally am not very enthusiastic about the mapping science division, I am sure the GIS people would not like my attitude but my experience is the public seems to believe the GIS mapping simply because of the availability of it online. Sadly, it is not just the public that does not understand the limits of GIS - I once had a City Engineer red flag a plat that I had prepared because the local GIS mapping showed the boundary line going through the adjacent motel. The only way I could convince him that it was not so was to meet him on site and show him where the property corners were positioned. Also, I am having a bit of trouble seeing how the geodetic surveyor could jeopardize the health, safety and welfare of the public but I am sure there is an argument there. South Dakota Law does not allow surveyors to do drainage calculations or minor drainage plans. I am not sure really what you are looking for in this question, but surveying is basically the same as it has always been only the tools have changed.
Tennessee LS	Eliminate your state-specific examination			The current PAKS embraces what is necessary to test on.
Texas	Neither		We are currently moving to the PS exam w/state specific. We are not sure of the size of the state-specific, but it will only contain Texas law/rule/process items.	Unknown at this time. We are working on our own PAKS for state-specific exam development.
Utah	Neither		Utah's state-specific exam is exactly that... state-specific. It tests the knowledge of Utah laws and rules, licensing and practice standards.	The current PAKS has served us well.

Please select your board.	Indicate if moving to this format will allow you to eliminate or reduce the size of your state-specific exam.	Please describe how moving to this format would allow you to reduce the size of the state-specific examination.	Please explain why moving to this format will NOT allow you to eliminate or reduce the size of your state-specific exam.	NCEES uses a process called the professional activities and knowledges study (PAKS) to determine the topics included on an exam. Are there specific content areas you would like to see included in the PAKS process that could possibly end up as a topic on the divisions?
Response	Response	Open-Ended Response	Open-Ended Response	Open-Ended Response
Vermont LS	Eliminate your state-specific examination			Boundary Law; Topographic surveys
Virginia	Reduce the size of your state-specific examination	We can narrow number of topics.		Incidental drainage, map and sciences and environmental resources (coastal surveys)
Washington	Reduce the size of your state-specific examination	It will reduced the number of items that may be covered in the national exam. (Reduce duplication)		Tideland and shore land, donation land claims
West Virginia LS	Reduce the size of your state-specific examination	WV could review current State Specific Exam and develop the exam only on WV Law, Statue, Rules, Case Law and Court System.		Retracement Procedures and Practices
Wyoming	Reduce the size of your state-specific examination	We would reduce or even eleminate all questions that deal with the PLSS.		No.

Please select your board.	Assuming laws allow for other types of surveying licenses and all other licensing requirements would be satisfied, would the passing of only the core and mapping science divisions allow you to create a license for mapping science professionals? A mapping science professional is licensed to prepare a geographic information system, drone mapping, and traditional aerial mapping—including topography and related ground control.	What is the likelihood that you would create a license for mapping science professionals?	Do your statutes currently allow incidental drainage design or any type of incidental design by licensed surveyors?	Would you support a change to your statutes to allow licensed surveyors to practice incidental drainage design in your state, if they were to pass the Incidental Drainage Design division?	Would you be willing to offer the NCEES incidental drainage division in lieu of testing it on your state-specific exam?	Please provide any additional information you would like the EPS Committee to consider in its deliberations.
Response	Response	Response	Response	Response	Response	Open-Ended Response
Arkansas	No		No	No		EPS Committee needs to consider if the module exam will actually improve mobility between states.
California	We already license this activity.		No	No		From California Board: There are no current efforts intended to create additional levels of professional licenses related to land surveying such as "mapping professional"; the topics covered under 'Incidental Drainage Design' are already included within the regulated practice of civil engineering in California; We urge the EPS Committee to immediately begin work towards creation of these council-approved divisions rather than just sending out a questionnaire, which seems to duplicate much of what the prior Task Force has already communicated and accomplished with their assigned charges.
Florida LS	No		No	No		The divisional exams could change our approach on our state exam and could allow for mapping science professionals but would take a change in statute and would take time
Guam	Yes	Likely	No	Yes		Differentiate or define clearly what GIS practitioners can do as some of their activities possibly infringe onto survey practice.
Hawaii	No		No	No		For the mapping standards focus on the standards and not new technology like Lidar. We selected this section as Core and Boundary isn't enough. We wanted to add topo standards and some of the other sections within the mapping but don't agree with everything that was listed.
Idaho	Yes	Likely	No	No		These modules will provide a consistent method of testing minimum competence for boards and licensees. In the near-term they will improve portability between Colonial and PLSS States. In the future the modules will provide a method of licensing the emerging disciplines of surveying. Good move...

Please select your board.	Assuming laws allow for other types of surveying licenses and all other licensing requirements would be satisfied, would the passing of only the core and mapping science divisions allow you to create a license for mapping science professionals? A mapping science professional is licensed to prepare a geographic information system, drone mapping, and traditional aerial mapping—including topography and related ground control.	What is the likelihood that you would create a license for mapping science professionals?	Do your statutes currently allow incidental drainage design or any type of incidental design by licensed surveyors?	Would you support a change to your statutes to allow licensed surveyors to practice incidental drainage design in your state, if they were to pass the Incidental Drainage Design division?	Would you be willing to offer the NCEES incidental drainage division in lieu of testing it on your state-specific exam?	Please provide any additional information you would like the EPS Committee to consider in its deliberations.
Response	Response	Response	Response	Response	Response	Open-Ended Response
Indiana LS	Yes	Unsure	Yes		Yes	Our state allows not just drainage design, but also streets and gravity sanitary sewers, so my answer to the last question might or might not be true. I STRONGLY believe we should be promoting a national license or universal comity for every aspect of surveying except boundary/legal descriptions/subdivision-related work which should be licensed and tested separately.
Kansas	No		No	No		
Maine LS	No		No	Yes		
Maryland LS	No		Yes		Yes	
Massachusetts	Yes	Unsure	No	No		NA
Michigan LS	No		Yes		Yes	I will attempt to answer the questions to the best of my ability. Please consider this a draft and non-official until I receive input from LARA and other Professional Surveyors Licensing Board Member feedback. Licensing and Regulatory Affairs (LARA) is the Department that oversees Professional Licensing in Michigan. They would be the Department that would review and make any final decisions based on Michigan's Public Act for testing for Professional Surveyors in Michigan.
Minnesota	Yes	Unsure	No	No		I suspect this may affect how Model Law is designated with NCEES. Creating better harmony for induvial states to better accept Model Law into the future

Please select your board.	Assuming laws allow for other types of surveying licenses and all other licensing requirements would be satisfied, would the passing of only the core and mapping science divisions allow you to create a license for mapping science professionals? A mapping science professional is licensed to prepare a geographic information system, drone mapping, and traditional aerial mapping—including topography and related ground control.	What is the likelihood that you would create a license for mapping science professionals?	Do your statutes currently allow incidental drainage design or any type of incidental design by licensed surveyors?	Would you support a change to your statutes to allow licensed surveyors to practice incidental drainage design in your state, if they were to pass the Incidental Drainage Design division?	Would you be willing to offer the NCEES incidental drainage division in lieu of testing it on your state-specific exam?	Please provide any additional information you would like the EPS Committee to consider in its deliberations.
Response	Response	Response	Response	Response	Response	Open-Ended Response
Mississippi	No		No	No		The Board does not wish to see a "dummying down" for the current PPS examination. Merely added questions for the public land area.
Montana	No		No	No		
New Hampshire LS	Yes	Unsure	No	No		N/A
New Jersey	Yes	Unsure	No	No		The GIS community needs to show interest in licensure.
New Mexico	No		No	Yes		Regarding the creation of a mapping license, we would be able to only if we changed our law and rules to do so.
New York	Yes	Unsure	No	No		Nothing at this time
North Carolina	We already license this activity.		Yes		No	For incidental drainage question #17, see response to PAKS question.

Please select your board.	Assuming laws allow for other types of surveying licenses and all other licensing requirements would be satisfied, would the passing of only the core and mapping science divisions allow you to create a license for mapping science professionals? A mapping science professional is licensed to prepare a geographic information system, drone mapping, and traditional aerial mapping—including topography and related ground control.	What is the likelihood that you would create a license for mapping science professionals?	Do your statutes currently allow incidental drainage design or any type of incidental design by licensed surveyors?	Would you support a change to your statutes to allow licensed surveyors to practice incidental drainage design in your state, if they were to pass the Incidental Drainage Design division?	Would you be willing to offer the NCEES incidental drainage division in lieu of testing it on your state-specific exam?	Please provide any additional information you would like the EPS Committee to consider in its deliberations.
Response	Response	Response	Response	Response	Response	Open-Ended Response
North Dakota	No		No	No		
Oregon	We already license this activity.		No			<p>The Oregon Board currently has statutory authority to license the practice of photogrammetry. We currently use the Colonial States Mapping Science Exam for those applicants wishing to obtain Photogrammetry Licensure. We are hopeful that the NCEES mapping sciences module will provide a suitable replacement for the Colonial States Mapping Sciences exam. Note- Oregon has had no applicants apply for Photogrammetry licensure other than those that were grandfathered in at the time we started licensure.</p> <p>Currently Oregon does not have a mapping science licensure requirement, and the Board would not be empowered to develop a specific mapping science license without statutory authorization. The mapping sciences module seems to cover a wide breadth of topics- seems like this module should be further subdivided into photogrammetry and remote sensing, GIS, and Hydrographic Surveying.</p>
Puerto Rico	No		No	No		<p>In Puerto Rico the US Public Land System does not apply and it is not well covered in BS degrees programs. None of the professors have experience in it. However, it is part of the FS and PS exams and currently is the biggest obstacle for our students to get licensed.</p>
Rhode Island LS						
South Carolina	We already license this activity.		Yes		No	Tier B Surveyors (separate license category) perform Incidental Drainage Design and are required to pass a separate exam.

Please select your board.	Assuming laws allow for other types of surveying licenses and all other licensing requirements would be satisfied, would the passing of only the core and mapping science divisions allow you to create a license for mapping science professionals? A mapping science professional is licensed to prepare a geographic information system, drone mapping, and traditional aerial mapping—including topography and related ground control.	What is the likelihood that you would create a license for mapping science professionals?	Do your statutes currently allow incidental drainage design or any type of incidental design by licensed surveyors?	Would you support a change to your statutes to allow licensed surveyors to practice incidental drainage design in your state, if they were to pass the Incidental Drainage Design division?	Would you be willing to offer the NCEES incidental drainage division in lieu of testing it on your state-specific exam?	Please provide any additional information you would like the EPS Committee to consider in its deliberations.
Response	Response	Response	Response	Response	Response	Open-Ended Response
South Dakota	Yes	Unlikely	No	No		Non
Tennessee LS	Yes	Unsure	Yes		Yes	A recommendation to state boards for the relationship of the divisional PS exam and their state specific exam
Texas	No		No	No		We can't really add/change areas of practice in law (GIS, drainage, etc.) That is a legislative function.
Utah	We already license this activity.		No	Yes		

Please select your board.	Assuming laws allow for other types of surveying licenses and all other licensing requirements would be satisfied, would the passing of only the core and mapping science divisions allow you to create a license for mapping science professionals? A mapping science professional is licensed to prepare a geographic information system, drone mapping, and traditional aerial mapping—including topography and related ground control.	What is the likelihood that you would create a license for mapping science professionals?	Do your statutes currently allow incidental drainage design or any type of incidental design by licensed surveyors?	Would you support a change to your statutes to allow licensed surveyors to practice incidental drainage design in your state, if they were to pass the Incidental Drainage Design division?	Would you be willing to offer the NCEES incidental drainage division in lieu of testing it on your state-specific exam?	Please provide any additional information you would like the EPS Committee to consider in its deliberations.
Response	Response	Response	Response	Response	Response	Open-Ended Response
Vermont LS	Yes	Likely	No	Yes		The movement towards this format will increase license mobility and allow for a more robust exam in the defined areas due to topic specific PAKS. Mobility between states with similar statutes and rules.
Virginia	We already license this activity.		Yes		Yes	Our biggest concern is the bifurcation of the boundary knowledge.
Washington	No		No	No		The WA Board would consider multiple options within this task but would need deliberate the specifics of Statues changes and the overall stakeholder perspective.
West Virginia LS	No		No	No		WV PS Board is unsure if the changes would require the Board to submit rule changes. WV PS current rule states....”an individual has passed AN examination.....which I know “an” is singular and I still would see the PS exam as 1(singular) exam, an examinee would just need to pass certain sections within the PS Exam for WV..... If so then, I don’t think a Code change would be required.
Wyoming	Yes	Likely	No	No		None Keep up the hard work!



Committee on Law Enforcement

Jill Short, Chair

ABSTRACT

The Committee on Law Enforcement was established under NCEES *Bylaws* 7.10. The committee considers and recommends methods for member boards to achieve more efficient and uniform enforcement of licensing acts necessary for greater interstate coordination.

This year's committee addressed seven charges and prepared recommendations for each charge through Basecamp and three virtual meetings. The committee has no motions for Council action.

CHARGES

Charge 1

Review the 2019–20 Law Enforcement Committee report. Review any recommendations from the report and propose motions if appropriate.

The committee reviewed the 2019–20 Law Enforcement Committee report and recommended updates to the 2019–20 recommendations for Charges 3 and 4.

- **Charge 3:** Review Enforcement Exchange and recommend changes to NCEES staff. For identity verification, review a requirement to make date of birth a mandatory entry. The Law Enforcement Committee recommends that the date of birth should be a mandatory entry or an opt-out entry (if the date of birth is unavailable or if a member board is not allowed to enter dates of birth based on board rules).
- **Charge 4:** Review and make a recommendation as to whether NCEES should enter this information into Enforcement Exchange for exam results invalidated by NCEES. For egregious irregularities (such as an examinee who modified a calculator and scanned exam content, an examinee with a hidden camera who copied exam content, an examinee who verbally recorded exam content on a watch, and an examinee who permitted impersonation by another individual/candidate), the committee recommends that the member boards or NCEES add these irregularities to Enforcement Exchange.

Charge 2

Review the 2019 annual meeting Law Enforcement Program and Forum. Organize similar activities for the 2021 annual meeting.

- **Law Enforcement Program:** The proposed Law Enforcement Program (Saturday workshop) for the 2020 annual meeting was Joseph Buckley from John E. Reid and Associates. Reid and Associates was scheduled to present a one-day training program focusing on interviewing techniques designed to elicit information in a non-coercive manner from adverse or reluctant witnesses during the investigative interview. Principles of verbal, vocal, and nonverbal behavior symptom analysis would be discussed in detail to discern truth from deception during the interview process. Because of the pandemic, the workshop was not held at the 2020 annual meeting. Instead, the Law Enforcement Committee recommended holding this program as an online workshop this summer. The virtual workshop will be held June 15–16.
- **Law Enforcement Forum:** The committee considered offering webinars to discuss topics of interest. The webinars would be offered in late summer or during the fall. The committee would like to send out requests for topics of interest via the online Law Enforcement Basecamp project.

Charge 3

Publish an ongoing column in Licensure Exchange (six issues per year) related to law enforcement issues.

The following Enforcement Beat articles ran in *Licensure Exchange* in the 2020–21 fiscal year:

- October 2020: “COVID-19 pandemic impacts enforcement activities” (members of the Committee on Law Enforcement)
- December 2020: “COVID-19 presents training opportunities” (James Szatkowski, P.E.)
- February 2021: “New member orientation essential to understanding law enforcement guidelines” (Bruce Pitts, P.L.S.)
- April 2021: “Unlicensed practice as a construction manager may not be obvious” (James Szatkowski, P.E.)
- June 2021: “Policing our own is part of protecting the public” (Paul Santos, P.L.S.)
- August 2021: TBD

Charge 4

Review the Investigation and Enforcement Guidelines appendices; revise as appropriate.

The committee began revising the 26 appendices of the *Investigation and Enforcement Guidelines*. Edits, additions, and deletions were made throughout the appendices. Significant changes are as follows. These changes will be made when the *Investigation and Enforcement Guidelines* are updated after the annual meeting.

- Appendix C, Investigative report form: Replace with investigative summary report
- Appendix D, Summary investigative report form: Delete
- Appendix I, Letter regarding illegal phone listing: Delete
- Appendix L, Letter regarding illegal classified advertising: Delete
- Appendix P, Three letters of censure: Delete

While the committee made significant progress on this charge this year, it recommends that the charge be carried over for next year’s committee to continue the review.

Charge 5

Develop a uniform presentation with reference to the Model Law and Model Rules and make the material available for use at large.

The committee worked on a presentation based on a program used by the Ohio board. The plan is to create a template based on the *Model Law* and *Model Rules* that member boards could overlay their laws/rules. The committee continues to work on this charge and recommends that the charge be carried over for next year’s committee.

Charge 6

Develop recommendations for conducting a virtual investigation.

The committee developed guidelines/tips for conducting a virtual investigation, which will be added to the *Investigation and Enforcement Guidelines*.

Charge 7

Review Chapter 6—Writing Reports of the Investigative Training Manual and revise as appropriate. Gather sample investigative reports from various member boards and develop a master or investigative report and/or templates.

The committee developed an investigation summary report/template, which will be added to the *Investigative Training Manual* and/or the *Investigation and Enforcement Guidelines*.

Respectfully submitted, the **Committee on Law Enforcement:**

Jill Short, Chair

Members

Dave Blume, P.E.
John Greenhalge
Grant Grigg
David Jackson, Esq.
Reginald Jeter, P.E.
Jason Kent, P.E.
Russell Pennington, P.E.
Paul Santos, P.L.S.
James Szatkowski, P.E.
James Valenti, P.E.

Board liaison

Timothy Lingerfelt, P.L.S.

Staff liaison

Bob Whorton, P.E.



Committee on Member Board Administrators

Heather Richardson, Chair

ABSTRACT

The Committee on Member Board Administrators (MBAs) was established as a forum for the MBAs to convene and provide input on Council issues and activities relevant to the operations of member boards and the implementation of Council actions. The MBA Committee is composed of a diverse group of members representing a wide range of experience and a wealth of institutional knowledge. The committee consists of nine MBAs representing all four zones, two member board members, a NCEES board of directors liaison, and NCEES staff liaison. The committee held virtual meetings on September 23 and December 8, 2020.

CHARGES

Charge 1

Review the 2019–20 Committee on Member Board Administrators (MBA) report.

The MBA Committee reviewed the 2019–20 committee charges and found that the outcome of Charge 5, which was the development of the Resolution of Cooperation, is still relevant and much needed. The agreement was originally planned to launch as part of the MBAs' participation at the NCEES 100 years anniversary in 2020 but was put on hold due to the pandemic.

The Resolution of Cooperation is a nonbinding agreement that would serve as guidance for member boards to find ways to reduce barriers to licensure and expedite comity licensure. The 2020–21 MBA Committee is dedicated to presenting and implementing this agreement between state boards. The Resolution of Cooperation, which is shown in this report's appendix, was discussed at the MBA Forums during the virtual zone interim meetings.

Charge 2

Mentor new MBAs.

New MBAs face a steep learning curve regarding NCEES activities and operations. The MBA Committee recognizes that new MBAs may be coming into the positions with different levels of experience and understanding regarding these activities and operation. Whatever the level of experience, it is imperative to have a formalized onboarding process to facilitate this process.

The MBA Committee, with the assistance of NCEES staff, developed a process to introduce new MBAs to NCEES and help them become knowledgeable about NCEES services and processes. The MBA Committee recommends that it have a standing charge to review this process annually. The MBA Committee is requesting for the onboarding process to include, at a minimum, the following:

- Bring new MBAs to the NCEES headquarters to conduct a face-to-face orientation.
- Provide new MBAs with a list of NCEES services and a single point of contact at NCEES when seeking assistance.
- Have NCEES notify the MBA Committee as soon as a new MBA has been hired, including providing contact information and a bio.
- Develop material to present to new MBAs; ensure that the material is up to date and manageable for entry into the new position.

Other recommendations from the MBA Committee regarding improved communication between NCEES and MBAs—whether new or seasoned—are as follows:

- Periodically hold meetings for all MBAs at NCEES headquarters.
- Charge the MBA Committee with ensuring that member boards are reminded to update their profiles so that accurate information about each board is displayed.

Charge 3

Coordinate, develop agendas for, and provide leaders for all meetings of the MBAs (annual meeting, Board President's Assembly, MBA meeting, and zone meetings).

Annual meeting

The MBA Committee worked with NCEES staff to identify professional development of interest for MBAs attending the virtual workshops at the 2021 annual meeting. Further, the MBA Forum will be structured to ensure that critical information is provided and to allow an opportunity for open discussions.

Board President's Assembly

The MBA Committee worked with NCEES staff to ensure that all MBAs in attendance not only received information on the MBA Committee activities, but also were presented with up-to-date information regarding NCEES member services. It conducted a separate networking session for MBAs.

Zone interim meeting

The MBA Committee chair presented an overview of the committee's work as part of the Committee and Task Force Video Podcast series published before the zone meetings. The Resolution of Cooperation was also discussed at the MBA Forum during the zone meetings. Prior to the meetings, a common agenda was developed for uniform discussions.

Charge 4

Submit articles for inclusion in Licensure Exchange (six issues per year).

Members of the MBA Committee coordinated with NCEES staff to write articles for *Licensure Exchange*. The following articles were published in the 2020–2021 fiscal year:

- October 2020: "NCEES Expands member board outreach support with webinar resource program" (Lance Kinney, Ph.D., P.E.)
- December 2020: "Navigating the legislative process" (Jon Wilbeck)
- February 2021: "Changing lanes and looking for new opportunities when facing pandemic roadblocks" (Lesley Rosier-Tabor, P.E.)
- April 2021: "Board operations: business as usual in unusual times" (Kate Nosbisch)
- June 2021: TBD
- August 2021: TBD

Charge 5

Assist NCEES staff in developing a program of regular MBA video conferences for virtual MBA meetings to replace the face-to-face biennial MBA meeting.

Since the program was created, the following webinars have been presented. They are available online in the members-only section of MyNCEES under Board Resources/MBA webinar series.

- Webinar 1: "How to host a webinar." Hosted by NCEES on September 16, 2020, with speaker Lance Kinney, Ph.D., P.E.
- Webinar 2: "Licensed to move: pathways, principles, and pitfalls for interstate practice." Jointly hosted on September 29, 2020, by NCEES and the Alliance for Responsible Professional Licensing.

These video conferences provide valuable information and have been well received by MBAs as well as member board staff. To continue this successful program, the MBA Committee suggests possible future topics as follows:

- Continue to provide a summary of annual meeting motions presentation before each annual meeting.
- Resolution of Cooperation
- Decoupling experience requirements from the requirements to sit for the professional exams
- State-specific exams
- Licensing according to disciplines
- Navigating Enforcement Exchange
- Update and overview of NCEES outreach tools and organization of an outreach page to assist MBAs

Respectfully submitted, the **Committee on Member Board Administrators:**

Heather Richardson, Chair

Members

Thomas Anderson
Richard Bursi, P.E.
Christine Horne
Judy Kempker
Kathleen (Kate) Nosbisch
Lesley Rosier-Tabor, P.E.
Donna Sentell
Keith Simila, P.E.
Perry Valdez
Jon Wilbeck

Board liaison

Brian Robertson, P.E.

Staff liaison

Stef Goodenow

APPENDIX: DRAFT RESOLUTION OF COOPERATION TO FACILITATE INTERSTATE LICENSURE FOR PROFESSIONAL ENGINEERS AND PROFESSIONAL SURVEYORS

- WHEREAS, The National Council of Examiners for Engineering and Surveying (NCEES) is a national organization created by state licensing boards in 1920 to facilitate professional licensing mobility and promote uniformity of the U.S. licensure processes through services for its member licensing boards and licensees; and
- WHEREAS, NCEES' members are the engineering and surveying licensure boards from all 50 states, the District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands; and
- WHEREAS, The mission of NCEES is to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public; and
- WHEREAS, The NCEES *Model Law*, *Model Rules*, and *Manual of Policy and Position Statements* are publications adopted by the membership of NCEES; and
- WHEREAS, The adopted model licensure concepts within these publications set a common standard for licensure mobility and portability among its member boards to facilitate an efficient, streamlined, expedited administrative procedure and approval process; and
- WHEREAS, Alignment of licensure processes and requirements is imperative to facilitate portability of licenses between member boards of NCEES; and
- WHEREAS, Increased licensure portability aligns with government initiatives to diversify economies and support economic growth; and
- WHEREAS, In the absence of licensure portability efforts, unnecessary barriers to licensure can remain in variable state laws, rules, administrative procedures and approval processes; and
- WHEREAS, Unnecessary barriers to licensure, whether perceived or real, could threaten the health, safety, and welfare of the public and may also perpetuate or introduce unnecessary processes that an applicant must undertake, which could become barriers to employment; and
- WHEREAS, It is recognized that some member boards may have challenges, such as staffing or obtaining authority to revise statutes and rules, which may impede streamlined processes; and
- WHEREAS, NCEES will commemorate 100 years of advancing licensure through the licensing of professional engineers and land surveyors in 2020; therefore, be it
- RESOLVED, That the following signatories agree to license a comity applicant that meets nationally recognized standards in the most expeditious manner available within jurisdiction licensing laws, rules, and mission; and furthermore, be it
- RESOLVED, That signatory boards are committed to identifying and working to remove unnecessary barriers to licensure portability and mobility which are not in the best interest of the public and not required to fulfill the mission of safeguarding the health, safety, and welfare of the public; and furthermore, be it
- RESOLVED, That signatory boards are committed to work towards revising current licensing laws, rules, and policies to allow for more streamlined approval processes for NCEES Model Law Engineer, Model Law Surveyor, and Model Law Structural Engineer applicants and other qualifying applicants; and furthermore, be it
- RESOLVED, That signatory boards are committed to minimizing or eliminating unnecessary jurisdiction-specific licensure requirements.

The undersigned hereby certifies that he/she is the duly qualified member board representative to serve as signatory of this non-binding Resolution of Cooperation in recognition of the NCEES 100th anniversary celebration.



Engineering Licensure Model Task Force

David Beasley, Ph.D., P.E., Chair

ABSTRACT

The Engineering Licensure Model Task Force was established to explore whether the current professional engineering (P.E.) licensure model remains adequate or whether NCEES should explore a more comprehensive model that might possibly include all members of an engineering team—similar to the medical models of a medical doctor (M.D.), physician assistant (P.A.), and registered nurse (R.N.).

The task force is made up of engineers from each of the four zones. It met virtually a number of times to organize and discuss previous licensure studies, as well as to review current presentations on licensure models.

CHARGE

Charge 1

Review the current NCEES engineering licensure model: graduating from an engineering program (EAC/ABET), passing the Fundamentals of Engineering (FE) and Principles and Practice of Engineering (PE) examinations, and earning four years of progressive experience. Assess whether a tiered licensure model would include more of the engineering team, who have credentials other than the current NCEES ones. An example of such a tiered model is the medical profession with medical doctors, physician assistants, and registered nurses.

The task force held three virtual meetings during fall 2020 and two virtual meetings in winter 2021. During the meetings, the task force discussed the general charge and expanded on it. Two presentations were made by task force members regarding the Engineering Licensure Qualifications Task Force (NCEES, 2001–03) and the *Licensure Models for the Fourth Industrial Revolution* (Engineering Change Lab–USA, Summit 10).

The task force recommends that it be continued so that it can study licensure models in other countries, particularly those that involve tiers and/or certifications. The task force would also address blurring of boundaries within and between engineering disciplines.

Respectfully submitted, the **Engineering Licensure Model Task Force:**

David Beasley, Ph.D., P.E., Chair

Members

Carmine Balascio, Ph.D., P.E.
Vincent Drnevich, Ph.D., P.E.
Douglas Hendrickson, P.E.
Lance Kinney, Ph.D., P.E.
Shelley Macy, P.E.
Jon Nelson, P.E.
Megan O'Callaghan, P.E.
Patricia Steere, P.E.
Dennis Truax, Ph.D., P.E.

Consultant

Wendy Amann, P.E.

Board liaison

Christopher Knotts, P.E.

Staff liaison

Stef Goodenow

ARE

Will PSI have dedicated customer service resources for architecture candidates?

First, it's important to note that NCARB's Customer Relations team will still manage most customer issues for the majority of their exam needs. Should there be an internal PSI-only issue that is not normally addressed by NCARB, ARE candidates will have access to an ARE-dedicated, toll-free PSI customer service support team for technical issues. This will become available when NCARB migrates test delivery from Prometric to PSI later in FY22.

Ensuring that candidates receive improved customer service from our exam delivery vendor is a key factor inspiring this change. As this is a key area of focus for NCARB, our Customer Relations, Examination, and Information Systems teams are currently working closely with PSI to navigate the migration from Prometric to PSI. As an example of this commitment, we will provide at least three months' notice prior to the migration to PSI, which we currently expect to occur in February 2022 at the earliest.

The "Data and Diversity" presentation during the Annual Business Meeting indicated that nearly 30 percent of candidates who begin taking the Architect Registration Examination® (ARE®) do not finish, regardless of race or ethnicity. How can we help address this attrition?

Based on general metrics for licensure examinations in all professions, this is a normal attrition rate given other factors separate from frustration with the examination experience. Historically, not all candidates will end up being licensed architects; however, in recent years the attrition from ARE completion has actually seen a slight reduction. While NCARB never expects to see zero attrition for candidates taking the ARE, we are working on several initiatives to help reduce real and perceived impediments during the exam component of licensure. Further, NCARB currently communicates with candidates nearing the expiration of examination eligibilities to ensure they are making an informed choice if they do choose to let their eligibilities lapse.

NCARB has intentionally brought greater focus to attrition from the licensure path by under-represented groups. Initial findings from our joint *Baseline on Belonging* study with the National Organization of Minority Architects (NOMA) indicate that a key area of concern for many candidates, regardless of demographic status, is the expense of ARE study materials. To help address this issue, NCARB is working to develop six, free-of-charge, full-length practice exams (one for each ARE 5.0 division), which we hope to launch in mid-2022.

NCARB will continue to research other factors that may be driving exam candidate attrition, including the time investment required to test and firm culture surrounding the exam. We hope to identify additional action items, as well as areas where we can collaborate with our collateral organizations, to address these concerns.

When will full ARE test preparation resources be available to test takers?

NCARB has expanded our exam-related volunteer initiatives in FY22 to create the bandwidth to develop full-length practice exams for each ARE 5.0 division. We hope to be able to launch these resources mid-2022.

NCARB continues to reinforce that the best test preparation is quality, well-rounded experience in a firm where licensure candidates actively engage with their supervisor to develop a deep understanding of professional practice. The primary resource materials used by exam volunteers to support the development of ARE questions is provided as part of the *ARE 5.0 Handbook*.

In addition, through NCARB's Approved Test Prep Provider Program, a team of NCARB volunteers review third-party test prep materials and approve those that adequately prepare candidates for each exam division. This provides assurance for candidates that they are using materials that have received NCARB's "seal of approval."

Board of Directors**What happened to the resolution to add new positions to the Board?**

The Board considered two proposed resolutions from the Diversity Collaborative aimed at opening additional leadership opportunities. The first was a resolution to shorten the number of terms regional directors can serve from three years to two years. The Board forwarded that resolution to the membership, and it was overwhelmingly approved at the 2021 Annual Business Meeting.

The Board decided not to forward a second proposed resolution to the membership in 2021 that would have eliminated the second vice president position, merged the secretary and treasurer positions, and created two at-large seats. Although the Board of Directors supports efforts to update its structure and believes intention behind the proposed resolution had merit, the Board tabled this resolution in favor of additional study and outreach.

To ensure an appropriate approach that supports equity, diversity, and inclusion (EDI), the Council plans to seek the input of consultants regarding governance best practices, including examples of paths to achieve diversity on nonprofit boards. Feedback will also be solicited from Member Board Members and past leadership. Also, the current NCARB Board will be engaging in diversity, equity, and inclusion (DEI) awareness/corporate culture discussions at each of their meetings, facilitated by an external consultant.

The proposal to repurpose existing governance opened up many questions that last year's Board felt would require thorough research and discussion. Some examples include:

- Would the elimination of second vice president and merger of secretary and treasurer create a too-burdensome workload that might discourage interest in the remaining officer positions?
- How might removing the second vice president position impact preparation for service as president?
- What is the best process for selection, election, and qualifications of at-large directors?
- Should the use of a separate nominating committee be employed, and if so, could it be employed in a manner that avoids a perception of leadership shepherding select individuals to the at-large seats versus them truly coming from the membership at large?
- Would a shorter leadership path improve or dilute the impact of diverse members on the Board?

The Board will work with the membership and consultants to explore and address these and other questions in the coming year. The Board values the input from the Diversity Collaborative Task Force and seeks the collaborative's ongoing input in the future.

Does the decision to limit officers to NCARB Certificate holders create an impediment to NCARB's inclusion goals?

Currently, officers and directors on NCARB's Board of Directors who are licensed architects must hold an NCARB Certificate. This *Bylaws* requirement was adopted by the membership several years ago based on a belief that Board members charged with a fiduciary responsibility to the corporate body should endorse/participate in the program that funds much of the organization's capacity. This requirement intentionally restricts the pool of individuals who are eligible to serve on the national Board. No determination has been made regarding whether this restriction has or does impede participation of under-represented individuals in NCARB volunteer leadership. This issue and many others will be included as part of the ongoing conversations regarding the structure of the Board and the resolution that was tabled.

When will we have a woman on the NCARB Board of Directors?

NCARB's FY21 Board of Directors included two female members, and NCARB's FY22 Board of Directors includes three female members. Historically the total of women serving at any one time has totaled four, with women consistently serving on the Board for many years. Most often, regional chairs move onto the NCARB Board; currently, four of the six chairs are women. A prerequisite to service on the national Board of Directors is service on state licensing boards. Most frequently, this is followed or concurrently pursued while in regional leadership. We are pleased to note that the current regional leadership pipeline has increased in its proportion of gender, racial, and ethnic diversity. We look forward to increased diverse representation on the Board of Directors in the years ahead.

Committees and Volunteers

Can volunteers be appointed as a committee chair if they can only attend committee meetings remotely?

While NCARB anticipates having in-person committee meetings during FY22, we are committed to continuing to offer hybrid meeting options for those who are unable or not yet comfortable with travel. We are also committed to appointing volunteers in a way that maximizes the skills, diversity, and subject-matter expertise of our talent pool, regardless of the ability to attend meetings remotely versus in person. Individuals who can only attend remote meetings will still be considered for committee chair positions, based on the needs of the committee. These appointments are made by the incoming president, with the consent of the full Board.

When will new FY22 committee members be announced?

NCARB shared committee appointments for FY22 in late June. Committee appointments are determined by the incoming president, with the consent of the Board, taking into consideration volunteer interests, expertise, history, and availability. NCARB receives hundreds of applications from talented individuals, and we make every effort to place each individual who applies on at least one initiative, though it may not always be the initiative to which they applied. This year all Member Board Members who applied were placed on a committee. Applicants who were not selected for this year's committees will be notified later this summer.

Hybrid Meetings

Do you think the transition to remote meetings impacted NCARB's work over the past year?

NCARB's volunteer and staff initiatives were highly successful during FY21, despite the transition to remote meetings necessitated by the COVID-19 pandemic. However, the transition to virtual collaboration did have impacts on NCARB's work—some committees had to slow down their efforts due to the pandemic, and others incorporated additional virtual meetings to complete their charges. NCARB will continue to offer hybrid meeting opportunities in the year ahead, and we look forward to being able to return to face-to-face meetings.

Will NCARB continue to offer remote or hybrid attendance opportunities?

Yes, NCARB plans to continue offering hybrid meeting opportunities, as some of our members and volunteers continue to be uncomfortable traveling or face travel restrictions. In addition, the added ability to attend virtually opens up flexibility and additional options for the participation of volunteers who have not historically been able to commit the time required to travel to meetings.

Will hybrid meeting options lead to greater engagement, particularly with those jurisdictions that cannot travel? Or will some jurisdictions be told not to travel because a remote option became available?

NCARB believes that offering the ability to attend meetings virtually will enable the greatest possible participation from our member/volunteer pool. It is possible that some jurisdictions will be instructed to attend virtually whenever possible. NCARB will continue to monitor the travel restrictions placed on our members and work with jurisdictions to ensure that all members are able to participate fully.

NCARB Programs and Services

When will NCARB roll out the CEH tracking tool that has been discussed and is needed by the jurisdictions?

The tool is currently available free of charge to all Member Boards for them to completely digitize the process of managing CE audits for compliance. We have two boards that were ready to launch their audit through the system last year but decided to suspend CE audits due to the pandemic. We are ready to help any Board that decides to utilize this free service, so please reach out to [Council Relations](#) to coordinate.

Later this year, we will start testing an updated and improved version of the tool for architects to track their CEH across multiple jurisdictions and will be engaging with a small group of beta testers. We plan to do this in the third quarter of FY22.

When will *NCARB by the Numbers* be released?

The 2021 edition of *NCARB by the Numbers* is currently available online at www.ncarb.org/nbtn2021. This year's edition features new data showing how COVID-19 impacted architectural licensure throughout 2020, as well as expanded demographic information—including a breakdown of how candidates from different demographic groups perform on the ARE.

More information about the pass rates by demographic, specific to each jurisdiction, was shared with each board prior to the Annual Business Meeting, and additional resources regarding this data will be available in July 2021.

Please devote more resources to assisting Member Boards with replacing their licensee database. The ability to work with NCARB on such work is a huge advantage, as long as state purchasing requirements can be navigated.

We are happy to discuss the needs of any board that would like to evaluate NCARB's Licensing System. There are many advantages to this state-of-the-art software for Member Boards. We currently have 2 Boards using it with great success to support architects, firms, and, very recently, landscape architects. Please reach out to Council Relations to coordinate if you are interested.

As more jurisdictions adopt NCARB's Licensing system continues to evolve in its features, functionality, and supporting other professions.

That said, we are currently discussing its usability with 2 more jurisdictions and welcome others to inquire, and discuss how NCARB's licensing system will enhance their processes and workflow.

What is the latest update for the Integrated Path to Architectural Licensure (IPAL) initiative?

Ball State University's M.Arch., Dunwoody College of Technology B.Arch., and Wentworth Institute of Technology's M.Arch. programs were accepted into the initiative during FY21, for a new total of 28 NAAB-accredited programs participating in IPAL.

NCARB believes we will see additional growth in the number of programs participating in the IPAL initiative, and we are reviewing plans to market and promote the initiative in the years ahead. We also expect that our guidance to IPAL programs will evolve as we review metrics regarding job placement and taking the ARE pre-graduation.

While over 650 students are participating in IPAL options across the country, we are noting that despite the intent of IPAL to promote concurrent education/experience/examination, only a small proportion of those students have successfully completed their experience and examination requirements upon graduation. Many programs report that students have difficulty focusing on -- and allotting sufficient time to take -- all six ARE divisions before graduating. NCARB is evaluating this initial data and considering additional options to help students get as close to completing their education, experience, and examination requirements as possible, while acknowledging that some effort following graduation will still be necessary for many students. We will continue to explore additional resources that can be offered to help students and programs navigate the demands of IPAL.

We continue to believe that this alternative path is valuable to certain licensure candidates and are beginning to see examples of IPAL helping people significantly reduce the time it takes to get licensed.

Other

How do you think what has happened in Florida will impact architects and possible legislation to reduce licensure requirements?

The partial building collapse in Florida is a devastating tragedy. This unfortunate event highlights the importance of rigorous standards, as well as the need for design professionals to work together to ensure a safe built environment for all.

Can you please give an update on Lineup?

Lineup Management Services, LLC, is NCARB's for-profit subsidiary, which was established as a wholly owned subsidiary of NCARB in 2018. The subsidiary's goal is to market and distribute NCARB's proprietary team management software tool, lineup®, which NCARB developed and uses to manage our own diverse teams of volunteers.

NCARB retains complete ownership of Lineup's software and licenses the software to the subsidiary for sales and support. No equity in Lineup is distributed to individuals. Through cost-sharing and operating agreements, NCARB established a governance model for the subsidiary that is in line with legal and industry best practices.

Lineup has a five-person board of directors. This board includes two NCARB staff members (CEO Michael Armstrong and Chief Innovation & Information Officer Guillermo Ortiz de Zárate) and an appointee from NCARB's Board of Directors. Kenneth Van Tine was the first NCARB appointee; his term ended on June 30, 2021. Van Tine was replaced by Philip Leinbach as voted by the NCARB Board of Directors in April 2021. The other two board members are independent subject-matter experts from the technology sector. The makeup of Lineup's board reflects common practice, given Lineup's existence as a wholly owned subsidiary of NCARB.

Lineup relies on leads from conferences and other gatherings of organizations deploying staff and volunteers to various committees as a means of identifying new clients to subscribe to its software tool; because these types of events were suspended or eliminated during the height of the pandemic, sales slowed for a number of months. We hope to see increased new client interest in the coming year, especially as many organizations (both for-profit and nonprofit) are working to improve diversity in the composition of their committees and work groups.

Functioning as the sole investor in a for-profit, software subscription initiative, the NCARB Board of Directors invested an initial \$2 million in Lineup and subsequently approved an additional investment up to another \$2 million. These funds are invested in product development/improvement and business development/marketing, including in additional staff positions. NCARB itself remains a primary client and beneficiary of this evolving tool. Assuming sales continue to follow current projections, we anticipate that Lineup will break even within the next 18 months.

The development of this for-profit subsidiary is part of NCARB's efforts to diversify its revenue streams, providing additional sources of income for Member Boards and programs should other revenue streams be diminished.



NCEES

advancing licensure for
engineers and surveyors

200 Verdae Boulevard Greenville, SC 29607 T: 800-250-3196 F: 864-654-6033 NCEES.ORG

2021–22

BOARD OF DIRECTORS/OFFICERS

Brian Robertson, P.E.
President

Christopher Duhamel, P.E., P.L.S.
President-Elect

Christopher Knotts, P.E.
Immediate Past President

Paul Tyrell, P.E., P.L.S.
Treasurer

Michael Drewyor, P.E., P.S.
Central Zone Vice President

Thomas Orisich, P.L.S.
Northeast Zone Vice President

Andrew Zoutewelle, P.L.S.
Southern Zone Vice President

Scott Bishop, P.S.
Western Zone Vice President

David Cox
Chief Executive Officer

October 1, 2021

MEMORANDUM

To: Member Boards, EPE Committee, EPS Committee, Exam Chairs

From: Karol Grove, P.S., Chair, Committee on Awards

Re: Nominations for NCEES National Service Awards

The Committee on Awards is now soliciting nominations for the awards to be presented at the 101st annual meeting in Carlsbad, California, on August 24-26, 2022. NCEES would like to recognize individuals who have made exceptional contributions and provided outstanding service to the organization. The NCEES national awards are the Distinguished Service Award with Special Commendation (DSA/SC), the Distinguished Service Award (DSA), the Meritorious Service Award (MSA), and the Distinguished Examination Service Award (DESA).

Members of the 2021–22 Committee on Awards are not eligible for nomination. Current committee members are: Nirmal Jain, P.E.; Shelley Macy, P.E.; and Marguerite McClinton Stoglin, Ph.D., and Milena Trust. Current members of the NCEES board of directors are also ineligible.

Due date for nominations

The completed nomination package must be received at NCEES headquarters **no later than January 31, 2022**. Nomination packages should be emailed to sdyer@ncees.org. Faxed packages will not be accepted. The Committee on Awards will not consider nominations received after the deadline.

A list of past award recipients can be found on MyNCEES or in the annual meeting *Minutes and Reference Material*. NCEES can confirm if an individual under consideration has previously received an NCEES award and verify an individual's service to NCEES, if requested. Please contact Executive Assistant Sherrie Dyer for this information.

We hope that you will take this opportunity to bring special recognition to deserving individuals. If you have questions or need assistance, please contact Sherrie Dyer at NCEES headquarters, sdyer@ncees.org.

/sd

Enclosures

C: Brian Robertson, P.E., President
Members of the Committee on Awards

HOW TO NOMINATE

1. Review the enclosed memorandum and the information detailed in AP12, Awards, to become familiar with eligibility criteria.
2. Complete the enclosed **Nomination Form** that corresponds to the award being applied for (DSA, DSA/SC, MSA, or DESA).
3. Create an outline to provide the nominee's qualifications. **Prepare the outline in the same format (including item numbers) as shown in the Outline for Reporting Qualifying Service.** There are three outline formats—one for a DSA or DSA/SC nomination, one for an MSA nomination, and one for a DESA nomination. Providing information in this manner is very important. It enables the Awards Committee to evaluate the qualifications of multiple nominees efficiently and fairly.

Example of Outline for Reporting Qualifying Service

DSA nomination for Mr. John Q. Example, P.E., L.S.

1. Outstanding Service to Nominee's Zone

1.1 Service as an officer; participation in zone panels, programs, or standing committees

Mr. Example has served in the following offices:

Board Chair 1997–1998

Board Vice Chair 1995–96

Chair, Zone Rules Committee 1999–2000

Speaker, "How to be a Great Engineer," University Continuing Education Program, 2000

Presenter, "Get Involved in ABET Visitation" workshop, Active Engineers Symposium, 2001

1.2 Giving presentations or presenting papers before engineering and surveying students regarding the FE or FS examinations, codes of ethical practice, and/or the value of licensure

Speaker, FE presentations, Example University, 2003–2007

1.3 Other outstanding service to zone

Assisted with planning of 2006 zone interim meeting

4. Compile the nomination package including the following:
 - Nomination Form
 - Outline of Qualifying Service
5. E-mail the nomination package to Executive Assistant Sherrie Dyer at sdyer@ncees.org at NCEES headquarters by **the deadline in the letter**. Please do not fax the nomination package to NCEES. The Committee on Awards will not consider nominations received after the deadline.

The forms and information listed below can be found in the Board Resources section of the NCEES website: ncees.org/resources.

AP 12 Awards

Outline for Reporting Qualifying Service

DSA nomination form

DSA/SC nomination form

MSA nomination form

DESA nomination form

AP 12 Awards

NCEES will officially recognize members, associate members, and emeritus members, and other volunteers who provide or have provided outstanding service to NCEES. The members of the Committee on Awards and the Board of Directors shall not be nominated for these awards while serving on the Committee on Awards or on the Board of Directors. In evaluating nominations, the following guidelines are to be observed:

Distinguished Service Award

- o Must be a current member, a former member, or an emeritus member
- o Must promote engineering or surveying licensure at the state or national level
- o Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- o May include participation in professional or technical societies as a consideration
- o Must demonstrate active participation in Member Board activities
- o Must include distinguished service on at least one NCEES committee
- o May be nominated by a member board

Distinguished Service Award with Special Commendation

- o Must have received the Distinguished Service Award at least six years prior to receiving the Distinguished Service Award with Special Commendation. Any exception based on extraordinary circumstances must be approved by the NCEES Board of Directors with recommendation by the Committee on Awards.
- o Must be a current member, a former member, or an emeritus member
- o Must promote engineering or surveying licensure at the national level
- o Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- o May include participation in professional or technical societies as a consideration
- o Must demonstrate active participation in Member Board activities
- o Must include leadership or exemplary service on at least one NCEES committee
- o May be nominated by a member board

Meritorious Service Award

- o Must be a current or former associate member
- o Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission, vision, and goals of his or her board and NCEES
- o Must participate in member board activities
- o Must participate in the promotion of licensure or the enforcement of member board laws and rules
- o Must include distinguished service on at least one NCEES committee
- o May be nominated by a member board

Distinguished Exam Service Award

- o Must demonstrate positive contributions and long-time commitment to the NCEES examination program
- o Must have served on at least one of the Council's examination committees or exam-related task forces
- o Must demonstrate exemplary service and leadership in the advancement and improvement of NCEES examinations and the exam-development process
- o May be nominated by a member board, an exam committee, or the Board of Directors

President's Award

- May be given by the president to recognize an individual for outstanding service in support of NCEES
Approved August 2019 annual meeting

**OUTLINE
for
REPORTING QUALIFYING SERVICE**

**Distinguished Service Award
&
Distinguished Service Award with Special Commendation**

Please follow the order of this outline when preparing a nomination for the Distinguished Service Award or Distinguished Service Award with Special Commendation. **IMPORTANT: Please skip any item numbers that do not apply to your nominee, and use the same numbers as listed below for applicable items to facilitate our comparative tabulation by item number.**

1. Outstanding Service to Nominee's Zone
 - 1.1. Service as an officer; participation in zone panels, programs, or standing committees
 - 1.2. Presenting talks or papers before engineering and surveying students oriented toward FE or FS examinations, codes of ethical practice, and/or the value of or necessity for licensure
 - 1.3. Other outstanding service to zone
2. Outstanding Service to NCEES
 - 2.1. Serving as an officer of the Council or as a committee chair or vice chair
 - 2.2. Presenting papers or panel service at Annual Meetings
 - 2.3. Providing meaningful committee service on standing committees, including attending committee meetings
 - 2.4. Providing meaningful contributions to or on procedures of major Council functions, for example, examination development committees, NCEES Records, or constitutional changes
 - 2.5. Other outstanding service to NCEES
3. Outstanding Contributions to the Advancement of Licensure and the Profession
 - 3.1. Authoring papers for publication in regional or national magazines on affairs of licensure
 - 3.2. Attending ABET's annual meetings or serving on a visitation team
 - 3.3. Appearing on panels or programs at annual meetings of engineering or surveying societies on licensure matters
 - 3.4. Service as chair or vice chair of the licensure committee or the ethics and practice committee of a national engineering or surveying society, or making meaningful contributions to such committees including attendance at meetings
 - 3.5. Other outstanding service to the engineering profession

REMEMBER: The principal way the Awards Committee will know about your nominee is through what you write in the Outline for Reporting Qualifying Service.

**NCEES National Awards
Nomination for**

Distinguished Service Award

Maximum of 5 DSAs awarded per year

I (your name) _____ on behalf of the

(Member Board name) _____,

choose to submit a nomination for (person) _____
for the

Distinguished Service Award.

Please follow these steps:

- 1 – Complete this page (if more space is needed, use additional letter-sized sheets) and sign at bottom.
- 2 – Write an outline to support your nomination following the order shown on the outline example.
- 3 – Email your nomination package to sdyer@ncees.org at NCEES headquarters.

Nominee's years of service on the Member Board (through September 1): _____

A. Description of service to Member Board (give dates for offices held, plus budget efforts, etc.)

B. Description of service to NCEES, including committee service, exam development service, panel service, support efforts for use of uniform examinations, Council Record verification, and responsibility for hosting meetings (give dates of service, where applicable)

C. Description of actions for advancement of registration in the profession

Signature of Member Board Official:

(Form must be signed)

**NCEES National Awards
Nomination for**

Distinguished Service Award with Special Commendation

Maximum of 1 DSA with Special Commendation awarded per year

I (your name) _____ on behalf of the
(Member Board name) _____,
choose to submit a nomination for (person) _____
for the

Distinguished Service Award with Special Commendation.

Please follow these steps:

- 1 – Complete this page (if more space is needed, use additional letter-sized sheets) and sign at bottom.
- 2 – Write an outline to support your nomination following the order shown on the outline example.
- 3 – Email your nomination package to sdyer@ncees.org at NCEES headquarters.

Nominee's years of service on the board (through September 1): _____

Date the Distinguished Service Award was awarded to nominee: _____

A. Description of service to board since initial award

B. Description of service to NCEES since initial award

C. Description of action for the advancement of registration in the profession since initial award

Signature of Member Board Official:

(Form must be signed)

**OUTLINE
for
REPORTING QUALIFYING SERVICE**

Meritorious Service Award

Please follow the order of this outline when preparing a nomination for the Meritorious Service Award.

IMPORTANT: Please skip any item numbers that do not apply to your nominee, and use the same numbers as listed below for applicable items to facilitate our comparative tabulation by item number.

- 1.1. Outstanding Service of Member Board Staff
- 1.2. Involvement in zone meeting activities, such as zone committees, zone panels or, when applicable, involvement as zone secretary
- 1.3. Involvement in zone enforcement meeting activities such as zone committees, zone panels, or when applicable, involvement as committee chair, member, or consultant
- 1.4. Participation in zone enforcement panels, programs, or standing committees
- 1.8 Other outstanding service to zone

- 2. Outstanding Service to NCEES
 - 2.1. Acting as a committee chair or vice chair to committee
 - 2.2. Presenting papers or panel service at the Annual Meeting
 - 2.3. Providing meaningful committee service on standing committees
 - 2.4. Providing meaningful services on procedures of major Council functions involving examinations, NCEES Records, or constitutional changes
 - 2.5. Service in a capacity to provide to NCEES a meaningful law enforcement service
 - 2.6. Presenting papers, appearing on enforcement panels or programs at Annual Meetings
 - 2.7. Noteworthy service to the NCEES Board of Directors

REMEMBER: The principal way the Awards Committee will know about your nominee is through what you write in the Outline for Reporting Qualifying Service.

NCEES National Awards
Nomination for

Meritorious Service Award

I (your name) _____ on behalf of the
(Member Board name) _____,
choose to submit a nomination for (person) _____ for the
Meritorious Service Award.

Please follow these steps:

- 1 – Complete this page (if more space is needed, use additional letter-sized sheets) and sign at bottom.
- 2 – Write an outline to support your nomination following the order shown on the outline example.
- 3 – Email your nomination package to sdyer@ncees.org at NCEES headquarters.

Nominee's years of service with the board (through September 1): _____

A. Description of positions held at Member Board or NCEES

B. Description of service to NCEES, including committee service, exam development service, panel service, support efforts for use of uniform examinations, Council Record verification, and responsibility for hosting or planning meetings

C. Description of activities for advancement of registration in the profession

Signature of Member Board Official:

(Form must be signed)

**OUTLINE
for
REPORTING QUALIFYING SERVICE**

Distinguished Exam Service Award

Please follow the order of this outline when preparing a nomination for the Distinguished Exam Service Award.

IMPORTANT: Please skip any item numbers that do not apply to your nominee, and use the same numbers as listed below for applicable items to facilitate our comparative tabulation by item number.

1. Outstanding Service to NCEES Examination Program
 - 1.1. Demonstrating positive contributions and long-time commitment to the NCEES examination program
 - 1.2. Providing meaningful committee service on standing committees or exam-related task forces, including attending committee/task force meetings
 - 1.3. Acting as a chair or vice chair to examination committee or exam-related task force
 - 1.4. Providing exemplary service and leadership in the advancement and improvement of NCEES examinations and the exam-development process
 - 1.5. Other outstanding service to NCEES

REMEMBER: The principal way the Awards Committee will know about your nominee is through what you write in the Outline for Reporting Qualifying Service.

**NCEES National Awards
Nomination for**

Distinguished Exam Service Award

I (your name) _____ on behalf of the
(Member Board name or exam committee) _____,
choose to submit a nomination for (person) _____ for the
Distinguished Exam Service Award.

Please follow these steps:

- 1 – Complete this page (if more space is needed, use additional letter-sized sheets) and sign at bottom.
- 2 – Write an outline to support your nomination following the order shown on the outline example.
- 3 – Email your nomination package to sdyer@ncees.org at NCEES headquarters.

Nominee's years of service in exam development (through September 1): _____

- A. Description of positive contributions and long-time commitment to the NCEES examination program, including committee service, exam development service, panel service, support efforts for use of uniform examinations, and service to the member board (give dates of service, where applicable)
- B. Description of exemplary service and leadership in the advancement and improvement of NCEES examinations and the exam-development process

Signature of nominator:

(Form must be signed)

Outreach Activity Report

Board: AELS

Date & Time of Event: September 8, 2021 10AM-12PM
September 15, 2021 8AM-2PM

Person Reporting: Jake Maxwell

of Attendees: Employees: / Board Members: 2

Type of Outreach: Meeting representing AELS Board

Attendees: Member Boards of NCEES

Description of Event: NCEES Annual Meeting – State of the Council & Business Session

State of the Council – Discussion of motions being presented for the Council vote at the annual meeting.

Business Session – Reports from President, President-Elect, Treasurer, and CEO. Zone meetings were held. Motions for discussion and Council vote.

From: [Miller, Matthew](#)
To: [Neal, Sara J \(CED\)](#)
Subject: Dedicated to Diversity, Equity, and Inclusion
Date: Friday, September 17, 2021 10:38:53 AM

Click [here](#) if you are having trouble viewing this message.



CLARB's Commitment to Diversity, Equity, and Inclusion

CLARB has been on an intentional journey, since 2014, to learn and create opportunities across the organization to be more inclusive, equitable, and accessible, and to better understand our impact on increasing diversity within landscape architecture.

As part of our learning, we conducted a survey in October 2020 to better understand our stakeholders' wants, needs, and views on CLARB's diversity, equity, and inclusion positioning. Thank you again to everyone who completed the survey, your feedback was invaluable in advancing our effort.

Looking at the future we want to create, CLARB affirms our commitment to diversity, equity, and inclusion. Our dedication provides an opportunity to thrive and promote the advancement of these key principles developed and approved by CLARB's Board of Directors.

Diversity: We believe diversity is an integrated experience in our programs and services that values differing thoughts, experiences, perspectives, career paths, and expertise. This is expressed in many forms, including and not limited to, culture, career, race and ethnicity, gender and gender identity, sexual orientation, socioeconomic status, language, national origin, religion, age, disability, political perspective, veteran status, etc. Our transparency demonstrates an ongoing process of genuineness and self-awareness that is intentional in principle and practice.

Equity: We acknowledge that inequity exists within and outside of the landscape architecture community. We are dedicated to creating and acknowledging the multiple pathways to the landscape architecture profession while mitigating barriers to access. CLARB is committed to working actively to address the power imbalances and remove any bias in our systems and processes.

Inclusion: We are dedicated to honoring the shared experiences of our stakeholders (e.g. community, candidates, licensees, staff, volunteers, vendors, partners, etc.) and strive to create an environment where people feel included and valued for bringing one's whole self. Learning together through reflection and welcoming non-traditional approaches and voices allows for connection that represents our community both individually and across our community.

These principles can already be seen through our work to challenge orthodoxies (the impacts of unconscious bias and orthodox beliefs), Rethink Regulation (uniform standard, uniform application, and customer service initiatives), evolve the L.A.R.E. (online proctoring), and transform our leadership and governance structure (widening eligibility requirements for leadership opportunities).

For CLARB members who are attending the Annual Meeting next week, we encourage you to participate in the "Increasing Access and Equity in Licensure" session on September 24 to gain ideas on how you can further your own board's work.

We are encouraged by the feedback we have received through our research and know there are many areas in which we can do more. As we continue to grow within our diversity, inclusion, and equity efforts, you can learn more on CLARB's [About Us](#) website.



Cary Baird
CLARB President



Matt Miller
CLARB CEO



Council of Landscape Architectural Registration Boards (CLARB)
1840 Michael Faraday Drive, Suite 200, Reston, Virginia 20190
info@clarb.org / www.clarb.org / 571-432-0332

Click [here](#) to unsubscribe or change your subscription preferences.

2021 CLARB Annual Meeting Report
Prepared by Ed Leonetti
October 15th 2021

The CLARB Annual Meeting was held in Phoenix Arizona on September 22-24th. AELS Executive Administrator Sara Neal, and Board Member Ed Leonetti attended virtually. The meeting was a hybrid meeting and was executed excellently considering the circumstances of COVID-19. Overall the experience was worthwhile and provided an opportunity to engage with CLARB and interact with Board Members from other States. There were approximately 120 people in attendance, with 30 Board Members attending in person and the remaining attending virtually.

The meeting covered a range of topics and included presentations, break out sessions, announcing elections results and providing meetings for the CLARB Regions. The discussion topics and break out sessions covered; update regarding the Uniform Standard, CLARB's Diversity Equity and Inclusion (DEI) program, an updated to the LARE, CLARB 2.0 Designing our Future.

Two take aways from the meeting that are worth noting: the Uniform Standard and the DEI. The Uniform Standard is CLARB's pathway to a consistent application for licensure in all jurisdictions across the nation.

Uniform Standard Recommendation



EDUCATION	EXPERIENCE	EXAM
LAAB/LAAC-accredited LA degree	2 Years	Pass the LARE
Education through practical experience only*	8 years	Pass the LARE

*In lieu of a degree in landscape architecture accredited by LAAB, LAAC, or their international equivalent, an applicant may earn credit toward the years of diversified experience through one of the following alternative education options:

- A. Non-accredited degree or certificate in landscape architecture; credited with one year of diversified experience for each year of schooling up to a maximum of four years of credited diversified experience, **OR**
- B. Any post-secondary degree or certificate; credited with six months of diversified experience for each year of schooling up to a maximum of two years of credited diversified experience.

The next step is to evaluate if: 1. If our board is in alignment with this path, 2. What regulation changes are necessary to make it happen.

The DEI discussion and presentation was well received and during the presentation a voluntary land recognition happened. The overriding message was to change our way of thinking to engage other people to allow for a broader DEI.

The next Annual meeting is scheduled for Fall of 2022 in Atlanta Georgia.

Sara Neal

CLARB ABM – September 22-24th

MBE Session - Uniform application

- Eventually this will be similar to the NCARB record
- As of 10/4/2021 references will no longer be verified and after 9/2022 references will no longer be submitted with the application.
- The transmittal of the uniform application will begin as a pdf and move towards transferring the data via API (Application Programming Interface)

Questions about the Uniform Application:

- Can AK legally accept CLARB uniform application without having a signed page by applicant saying they want to apply in AK?
- Would state network/database allow for an API handshake?

CE – Alberta uses an online CE tracking tool. It evaluates if you meet requirements. If you get two strikes, you have to reapply to the Board

Diversity, Equity, Inclusion:

- Make concerted effort to have public member be a minority
 - Exiting board members give names/ideas for other board member candidates
 - Encourage qualified applicants to apply
 - National Organizations post open Board positions
- Licensing advisors
- Offer exam scholarships
- Gather demographic info on app/renewal (volunteer)
- Have a presence at Minority Competition Events (AFN, Native Olympics?)
- School outreach – middle school / high school – STEM
- Make it part of Strategic Plan

Outreach Activity Report

Board: AELS

Date & Time of Event: September 2, 2021 12:00PM-1:00PM

Person Reporting: Jake Maxwell

of Attendees: 12 **Employees:** / **Board Members:** 1

Type of Outreach: AELS update (typically performed by Chris Miller)

Attendees: Alaska Professional Design Council, Board of Directors

Description of Event: This meeting serves as a conglomerate of design professionals. The standing committees are Communications, AELS Board, Legislative, and Procurement of Professional Services.

Old Business includes Interior Design Alaska Credentials, Alaska Earthquake Problem Solving Teams, State Fire Marshal Reviews.

New Business includes Digital/Electronic Signatures and Discussion of ASLA "housekeeping updates."

My updates for the AELS Board included Continuing Education being a ongoing discussion and the upcoming NCEES Annual Meeting being rescheduled to online due to covid.

Outreach Activity Report

Board: AELS

Date & Time of Event: 10/14/21 12:00 pm

Person Reporting: Ed Leonetti

of Attendees: Employees: / Board Members:

Type of Outreach: Alaska Chapter ASLA Monthly Executive Board Meeting

Attendees: Melisa Bab, Taylor Keegan, Elise Huggins, Jonny Hayes, Mark Kimerer, Laura Minski.

Description of Event: Monthly Executive board to discuss chapter business and activities.

Ed Reported the following during the AELS portions of the agenda:

- a. CLARB Annual Meeting summary;
 - i. Uniform Standard Summary
 - ii. Diversity Equity and Inclusion Summary
- b. Update on the CE subcommittee and discussion regarding CE requirements
- c. Reported on Board Composition subcommittee meeting and that the next meeting scheduled for the week of the Oct. 18th
- d. Discussed regulation Revisions to 12 AAC 36.068.i
 - i. The chapter is in support of the modified language and will send a letter.
- e. Discussed Statute revisions and that there are no changes from when Luanne and the chapter updated the language.
- f. Reported that the next AELS meeting is Nov. 15th & 16th.

Motion Language for Applicant Review

MOTION to Approve:

I move that it be resolved to APPROVE the following list of applicants for registration by comity and examination with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.

MOTION to Conditionally Approved:

I move that it be resolved to CONDITIONALLY APPROVE the following list of applicants for registration by comity and examination with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.

MOTION for Incomplete:

I move that it be resolved to find the following list of applicants for registration by comity and examination INCOMPLETE with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.