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**VIRTUAL/TELECONFERENCE  
PROFESSIONAL ENGINEER SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS  
AND REGISTERED INTERIOR DESIGNERS  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Will Johnson (608) 266-2112  
June 18, 2025**

*The following agenda describes the issues that the Section plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Section.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of March 19, 2025 (5-9)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters**
  - 1. Department, Staff and Section Updates
  - 2. Elections of Officers, Liaison Appointments and Alternates, Delegation of Authorities
  - 3. Section Members – Term Expiration Dates
    - a. Cotharn, Kristine A. – 7/1/2021
    - b. Hook, Steven J. – 7/1/2014
    - c. Linck, Karl L. – 7/1/2025
    - d. Scholl, Colleen M. – 7/1/2027
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Credentialing Matters – Discussion and Consideration
- H. Administrative Rule Matters – Discussion and Consideration (10-18)**
  - 1. Discussion of Rule Drafting for A-E 2, 3, 4, 5, 8, and 14 relating to Certificates of Authorization **(11-17)**
  - 2. Pending and Possible Rulemaking Projects **(18)**

- I. National Council of Examiners for Engineering and Surveying (NCEES) Matters – Discussion and Consideration (19-56)**
1. Travel Report: NCEES Central Zone Meeting, May 15-17, 2025, Albuquerque, NM – Linck and Scholl
  2. Consider Attendance: NCEES Annual Meeting, August 20-23, 2025, in New Orleans, LA
  3. 2025 Annual Meeting Summary of Motions – Discussion and Consideration **(20-56)**
- J. Discussion and Consideration of Items Added After Preparation of Agenda:**
1. Introductions, Announcements and Recognition
  2. Administrative Matters
  3. Election of Officers
  4. Appointment of Liaisons and Alternates
  5. Delegation of Authorities
  6. Education and Examination Matters
  7. Credentialing Matters
  8. Practice Matters
  9. Legislative and Policy Matters
  10. Administrative Rule Matters
  11. Liaison Reports
  12. Board Liaison Training and Appointment of Mentors
  13. Informational Items
  14. Division of Legal Services and Compliance (DLSC) Matters
  15. Presentations of Petitions for Summary Suspension
  16. Petitions for Designation of Hearing Examiner
  17. Presentation of Stipulations, Final Decisions and Orders
  18. Presentation of Proposed Final Decisions and Orders
  19. Presentation of Interim Orders
  20. Petitions for Re-Hearing
  21. Petitions for Assessments
  22. Petitions to Vacate Orders
  23. Requests for Disciplinary Proceeding Presentations
  24. Motions
  25. Petitions
  26. Appearances from Requests Received or Renewed
  27. Speaking Engagements, Travel, or Public Relation Requests, and Reports

**K. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

**L. Deliberation on DLSC Matters**

1. **Proposed Stipulations, Final Decisions and Orders**
  - a. 23 ENG 017 – Afsar Hasan **(57-62)**
  - b. 24 ENG 0028 – Randy C. Douglas **(63-68)**

2. **Administrative Warnings**
  - a. 24 ENG 0065 – W.G.H. **(69-70)**
  - b. 24 ENG 0070 – P.N. and M.C.E. **(71-73)**
  - c. 25 ENG 0002 – W.K. **(74-75)**
  - d. 25 ENG 0004 – M.M.B. **(76-77)**

M. Deliberation of Items Added After Preparation of the Agenda

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Monitoring Matters
5. Professional Assistance Procedure (PAP) Matters
6. Petitions for Summary Suspensions
7. Petitions for Designation of Hearing Examiner
8. Proposed Stipulations, Final Decisions and Orders
9. Proposed Interim Orders
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decisions and Orders
13. Matters Relating to Costs/Orders Fixing Costs
14. Case Closings
15. Board Liaison Training
16. Petitions for Assessments and Evaluations
17. Petitions to Vacate Orders
18. Remedial Education Cases
19. Motions
20. Petitions for Re-Hearing
21. Appearances from Requests Received or Renewed

N. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

O. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate

P. Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING: SEPTEMBER 17, 2025**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that meeting at which final

action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE  
PROFESSIONAL ENGINEER SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL  
ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS AND REGISTERED  
INTERIOR DESIGNERS  
MEETING MINUTES  
MARCH 19, 2025**

**PRESENT:** Kristine Cotharn, Steven Hook, Karl Linck

**ABSENT:** Colleen Scholl

**STAFF:** Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jake Pelegrin, Administrative Rule Coordinator; Tracy Drinkwater, Board Administration Specialist and other Department staff

**CALL TO ORDER**

Karl Linck, Chairperson, called the meeting to order at 9:01 a.m. A quorum was confirmed with three (3) members present.

**ADOPTION OF AGENDA**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF DECEMBER 4, 2024**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to approve the Minutes of December 4, 2024, as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

***Slate of Officers***

**NOMINATION:** Steven Hook nominated the 2024 slate of officers to continue in 2025. All officers accepted their nominations.

Will Johnson, Executive Director, called for nominations three (3) times.

The Slate of Officers was elected by unanimous voice vote.

2025 ELECTION RESULTS	
Chairperson	Karl Linck
Vice Chairperson	Colleen Scholl
Secretary	Steven Hook

## Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
<b>Credentialing Liaison(s)</b>	Steven Hook <i>Alternate: Karl Linck</i>
<b>Education and Examination Liaison(s)</b>	Karl Linck <i>Alternate: Kristine Cotharn</i>
<b>Monitoring Liaison(s)</b>	Colleen Scholl <i>Alternate: Karl Linck</i>
<b>Professional Assistance Procedure (PAP) Liaison(s)</b>	Colleen Scholl <i>Alternate: Karl Linck</i>
<b>Legislative Liaison(s)</b>	Karl Linck <i>Alternate: Kristine Cotharn</i>
<b>Travel Authorization Liaison(s)</b>	Colleen Scholl <i>Alternate: Steven Hook</i>
<b>A-E Rules Committee Designee (Professional Member)</b>	Kristine Cotharn <i>Alternate: Karl Linck</i>
<b>Screening Panel</b>	Colleen Scholl, Steven Hook <i>Alternate: Kristine Cotharn</i>

## Delegation of Authorities

### **Pre-Screening Authority Delegation, Amended**

**MOTION:** Steven Hook moved, seconded by Karl Linck, to delegate to the screening attorney the authority to immediately open cases that consist solely of any one of the following, or combination of the following: practice by an individual holding an expired professional engineer credential issued by the Section, practice by an individual on behalf of a firm that does not have a valid certificate of authorization and practice by a firm with an expired certificate of authorization. Motion carried unanimously.

### **Delegation to Department Attorneys to Approve Prior Discipline**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing. Motion carried unanimously.

## **Review and Approval of 2024 Delegations including new modifications**

**MOTION:** Karl Linck moved, seconded by Kristine Cotharn, to reaffirm all delegation motions made in 2024, as reflected in the March 19, 2025, agenda materials, which were not otherwise modified or amended during the March 19, 2025, meeting. Motion carried unanimously.

### **ADMINISTRATIVE RULE MATTERS**

#### **Pending and Possible Rulemaking Projects**

**MOTION:** Karl Linck moved, seconded by Steven Hook, to request DSPS staff draft a Scope Statement on chs. A-E 2, 4, and 8, relating to certificates of authorization. Motion carried unanimously.

### **NATIONAL COUNCIL OF EXAMINERS FOR ENGINEERING AND SURVEYING (NCEES) MATTERS**

#### **Discussion: NCEES Central Zone Meeting, May 15-17, 2025, Albuquerque, NM**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to designate Karl Linck and Colleen Scholl, to attend the NCEES Central Zone Meeting on May 15-17, 2025, in Albuquerque, NM. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Steven Hook moved, seconded by Karl Linck, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Karl Linck, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristine Cotharn-yes; Steven Hook-yes; and Karl Linck-yes. Motion carried unanimously.

The Section convened into Closed Session at 9:50 a.m.

### **CREDENTIALING MATTERS**

#### **Application Review**

##### ***D.S. – Experience Waiver Request (IA -518844)***

**MOTION:** Karl Linck moved, seconded by Steven Hook, to deny the Experience Waiver Request of D.S. Professional Engineer Application IA-518844. Motion carried unanimously.

## **DELIBERATION ON DLSC MATTERS**

### **Proposed Stipulation and Final Decision and Order**

**MOTION:** Steven Hook moved, seconded by Karl Linck, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of the following cases:

1. 23 ENG 015 – Paul C. Gilham
2. 23 ENG 020 – Christopher M. Hahn
3. 24 ENG 0012 – Venugopal R. Chada
4. 24 ENG 0029 – Joel Van Ess, Abacus Architects Inc.
5. 24 ENG 0030 – Aaron D. Briski, Brian J. Krystofiak, John C. Lichter
6. 24 ENG 0031 – Svet S. Roussev
7. 24 ENG 0032 – Randall S. Bruckner, Christopher A. Jackson
8. 24 ENG 0033 – Simon J. Larson
9. 24 ENG 0035 – Kevin E. Fry
10. 24 ENG 0038 – Joseph M. Eichsteadt
11. 24 ENG 0039 – Adam Watkins, Wade P. Wyse
12. 24 ENG 0042 – J.E. Arthur and Associates Inc., Eric R. Otte
13. 24 ENG 0044 – Brian H. Mundstock
14. 24 ENG 0045 – John M. Maas
15. 24 ENG 0046 – Frederick J. Hilby
16. 24 ENG 0048 – Larry D. Koopman
17. 24 ENG 0050 – Joel A. Ehrfurth
18. 24 ENG 0052 – Charles J. Meyer
19. 24 ENG 0054 – Charles E. Nahn
20. 24 ENG 0073 – Todd L. Gibbon

Motion carried unanimously.

### **Administrative Warnings**

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to issue an Administrative Warning in the following DLSC Cases:

1. 23 ENG 022 & 24 ENG 0008 – I.G.
2. 24 ENG 0016 – E.S.I.
3. 24 ENG 0016 – K.C.B.
4. 24 ENG 0027 – A.D.R.I., R.C.S., J.S.L.
5. 24 ENG 0040 – J.D.S.
6. 24 ENG 0055 – C.T.D.
7. 24 ENG 0055 – H.A.M.
8. 24 ENG 0055 – P.D.I.
9. 24 ENG 0074 – J.W.S.

Motion carried unanimously.

### **Case Closings**

**MOTION:** Karl Linck moved, seconded by Steven Hook, to close the following DLSC Cases for the reasons outlined below:

1. 24 ENG 0036 – B.L.P., B.J.S., C.J.J., D.L.N., E.J.N., K.R.G., L.A.B., M.R.H., P.E.G., S.C.C – No Violation
2. 24 ENG 0041 – J.F.K., K.B.R., S.J.L. – No Violation



3. 24 ENG 0049 – R.M.L. – Prosecutorial Discretion (P2)
  4. 24 ENG 0053 – P.B.B. – Prosecutorial Discretion (P5)
  5. 24 ENG 0062 – D.P., S.W.C.A. – Insufficient Evidence
- Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to reconvene in Open Session. Motion carried unanimously.

Open Session reconvened at 10:06 a.m.

### **VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)*

### **ADJOURNMENT**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:07 a.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> <b>Jake Pelegrin</b> <b>Administrative Rules Coordinator</b>		<b>2) Date when request submitted:</b> <b>6/5/25</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>																
<b>3) Name of Board, Committee, Council, Sections:</b> Engineers Section																		
<b>4) Meeting Date:</b> <b>6/18/25</b>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> <b>Administrative Rule Matters – Discussion and Consideration</b>  1. Discussion of Rule Drafting for A-E 2, 3, 4, 5, 8, and 14 relating to Certificates of Authorization 2. Pending or possible rulemaking items																
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>9) Name of Case Advisor(s), if required:</b> N/A															
<b>10) Describe the issue and action that should be addressed:</b>  Attachments: -Rule draft and background materials -AE Rules Chart																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; border-bottom: 1px solid black; vertical-align: bottom;"> <b>11)</b>  <i>Jake Pelegrin</i> </td> <td style="width: 20%; border-bottom: 1px solid black; vertical-align: bottom; text-align: center;"> <b>Authorization</b> </td> <td style="width: 40%; border-bottom: 1px solid black; vertical-align: bottom; text-align: right;">         6/5/25       </td> </tr> <tr> <td style="border-bottom: 1px solid black; vertical-align: bottom;"> <b>Signature of person making this request</b> </td> <td colspan="2" style="border-bottom: 1px solid black; vertical-align: bottom; text-align: right;"> <b>Date</b> </td> </tr> <tr> <td style="border-bottom: 1px solid black; vertical-align: bottom;"> <b>Supervisor (if required)</b> </td> <td colspan="2" style="border-bottom: 1px solid black; vertical-align: bottom; text-align: right;"> <b>Date</b> </td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black; vertical-align: bottom;"> <b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b> </td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black; vertical-align: bottom; text-align: right;"> <b>Date</b> </td> </tr> </table>				<b>11)</b> <i>Jake Pelegrin</i>	<b>Authorization</b>	6/5/25	<b>Signature of person making this request</b>	<b>Date</b>		<b>Supervisor (if required)</b>	<b>Date</b>		<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>			<b>Date</b>		
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<b>Date</b>																		
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.																		

STATE OF WISCONSIN  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND  
SURVEYORS AND REGISTERED INTERIOR DESIGNERS

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IN THE MATTER OF RULEMAKING	:	PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE	:	EXAMINING BOARD OF
EXAMINING BOARD OF ARCHITECTS,	:	ARCHITECTS, LANDSCAPE
LANDSCAPE ARCHITECTS,	:	ARCHITECTS, PROFESSIONAL
PROFESSIONAL ENGINEERS,	:	ENGINEERS, DESIGNERS,
DESIGNERS, PROFESSIONAL	:	PROFESSIONAL LAND
LAND SURVEYORS, AND REGISTERED	:	SURVEYORS, AND
INTERIOR DESIGNERS	:	REGISTERED INTERIOR
	:	DESIGNERS
	:	ADOPTING RULES
	:	(CLEARINGHOUSE RULE )

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PROPOSED ORDER

An order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers to, relating to Certificates of Authorization.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Sections 443.08 (2) (a) 1. and 2., (b) 1. and 2., (c) 1. and 2., (d) 1. and 2., and 443.08 (3) (a) 1. to 4., Stats.

**Statutory authority:**

Sections 15.08 (5) (b), 227.11 (2) (a), and 443.015 (2), Stats.

**Explanation of agency authority:**

Section 15.08 (5) (b), Stats., provides that an examining board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.”

Section 227.11 (2) (a), Stats., provides that “[e]ach agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if the rule exceeds the bounds of correct interpretation.”

Section 443.015 (2), Stats.: “Each section of the examining board may promulgate rules governing the professional conduct of individuals, firms, partnerships, and corporations registered, permitted, certified, or granted a certificate of authorization by that section.”

**Related statute or rule:**

None.

**Plain language analysis:**

The objective of the proposed rule is to clarify in administrative code the statutory requirements for certificates of authorization for architects, engineers, designers, registered interior designers, and firms that employ individuals in those professions.

Chapter 443 of the Wisconsin Statutes regulates professional architects, engineers, designers, registered interior designers, and firms, partnerships, or corporations that employ them. One requirement is that for an architect, engineer, designer, or registered interior designer to provide those services acting as an officer, employee, or agent of a firm, the firm must be granted a certificate of authorization by the applicable section of the examining board. This certificate of authorization allows the officer, employee, or agent of the firm to provide those services on behalf of the firm. The certificate of authorization must contain the name and information of all employees of the firm who will be in responsible charge of architecture, engineering, design, or interior design services in the state. The certificate of authorization must be kept up to date by the firm. Currently, these requirements are in statute, but they are not present in the administrative code of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors and Registered Interior Designers. The board would like to consider adding these requirements into the administrative code. This will help increase awareness of the requirements and will bring the code in line with the statutes.

**Summary of, and comparison with, existing or proposed federal regulation:** None.

**Summary of public comments received on statement of scope and a description of how and to what extent those comments and feedback were taken into account in drafting the proposed rule:** None.

**Comparison with rules in adjacent states:**

**Illinois:**

Rules of the Illinois Department of Financial and Professional Regulation require firm licensure for architects [68 Ill. Adm. Code 1150.80], professional engineers [68 Ill. Adm. Code 1380.290], structural engineers [68 Ill. Adm. Code 1480.200], and professional land surveyors [68 Ill. Adm. Code 1270.45]. The requirements for firm licensure are broadly similar to the requirements of Wisconsin’s certificates of authorization for firms, partnerships, or corporations. Illinois does not require firm licensure for registered interior designers.

**Iowa:**

Iowa does not require firm licensure for architecture, engineering, land surveying, landscape architecture, design, or interior design firms.

**Michigan:**

The state of Michigan has a less formal requirement for firm licensure than those of Illinois and Wisconsin, but it does have requirements for architecture, professional engineering, or professional surveying firms [MCL 339.2010]. For a firm to practice those businesses in the state, at least two thirds of the principles of the firm must be licensed by the state in that practice. The firm must register with the state and attest to that fact. A non-licensed principal and the principal's firm may apply for approval to engage in that practice, subject to other rules of conduct. A firm must employ a person in responsible charge of the services offered at each place of business in the state, except at a field office which provides only a review of construction. The state of Michigan does not require firm licensure or any kind of registration for interior design firms.

**Minnesota:**

Minnesota has extensive requirements for “professional firms” that are set out in the Minnesota Statutes, chapter 319B (the Professional Firms Act). The chapter authorizes practitioners of certain licensed professions to elect to be “professional firms” under any one of three different forms of organization: corporations (either for-profit or nonprofit); limited liability companies; and limited liability partnerships. In order to practice a profession in any form other than sole proprietorship or general partnership, professionals must comply with the Professional Firms Act (unless the rules of the respective licensing board provide otherwise).

In order to operate as a “professional firm”, a Minnesota entity must first be formed under the chosen statute: the Minnesota Business Corporation Act, the Minnesota Nonprofit Corporation Act, the Minnesota Limited Liability Company Act, or the Minnesota Limited Liability Partnership Act. Then, the firm must file with the Secretary of State language stating:

- that the firm elects to be covered by the Minnesota Professional Firms Act.
- that the firm acknowledges that it is subject to those sections.
- specifying from the list of professions set forth above the profession or professions to be practiced by the firm.

Architecture, engineering, land surveying, landscape architecture, geoscience, and interior design firms in Minnesota have the option to register and act as a “professional firm”; however, they are not currently required to. Firms offering architecture, engineering, land surveying, landscape architecture, geoscience, and interior design services can legally operate without being registered as a “professional firm”, but can only be a sole proprietorship or general partnership. As a “professional firm”, the firm must file periodic reports with the Minnesota Board of Architecture, Engineering, Land

Surveying, Landscape Architecture, Geoscience, and Interior Design and comply with other provisions of the Professional Firms Act.

**Summary of factual data and analytical methodologies:**

The proposed rule was developed by the A-E Rules Committee and the A-E Examining Board conducting a review of the statutory requirements for certificates of authorization and determining where more clarification and specificity is needed in the board's code.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

The proposed rules will be posted for a period of 14 days to solicit public comment on economic impact, including how the proposed rules may affect businesses, local government units, and individuals.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis will be attached upon completion.

**Effect on small business:**

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted at Jennifer.Garrett@wisconsin.gov or (608) 266-2112.

**Agency contact person:**

Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, Wisconsin 53708; telephone 608-267-0989; email at [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov).

**Place where comments are to be submitted and deadline for submission:**

Comments may be submitted to Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, WI 53708-8366, or by email to [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov). Comments must be received on or before the public hearing, held on a date to be determined, to be included in the record of rule-making proceedings.

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TEXT OF RULE

SECTION 1. A-E 2.02 (3):

SECTION 19. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)

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This Proposed Order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers is approved for submission to the Governor and the Legislature.

Dated \_\_\_\_\_

\_\_\_\_\_  
Chairperson  
A-E Rules Committee

[443.08\(2\)\(b\)](#) No individual professional engineer registered under this chapter may practice or offer to practice professional engineering as a principal, officer, employee, or agent of a firm, partnership, or corporation unless all of the following are satisfied:

1. All personnel who practice or offer to practice in its behalf as professional engineers are registered under this chapter.
2. The firm, partnership, or corporation has been issued a certificate of authorization under sub. [\(3\) \(a\) 2.](#)

[443.08\(3\)\(a\)2.](#) A firm, partnership, or corporation desiring a certificate of authorization shall submit an application to the department on forms provided by the department, listing the names and addresses of all officers and directors, and all individuals in its employment registered to practice professional engineering in this state who will be in responsible charge of professional engineering being practiced in this state through the firm, partnership, or corporation and other relevant information required by the professional engineer section of the examining board. A similar type of form shall also accompany the renewal fee. If there is a change in any of these persons, the change shall be reported on the same type of form, and filed with the department within 30 days after the effective date of the change. The professional engineer section shall grant a certificate of authorization to a firm, partnership, or corporation complying with this subsection upon payment of the initial credential fee determined by the department under s. [440.03 \(9\) \(a\)](#). This subsection does not apply to firms, partnerships, or corporations exempt under s. [443.14 \(3\)](#) or [\(5\)](#).



A-E 2.03 Branch offices.

(1) Definitions. In this section,

(a) “Firm” means any sole proprietorship, partnership, corporation, limited liability company, or limited liability partnership located in this state which provides or offers to provide architectural, landscape architectural, professional engineering, design, professional land surveying, or registered interior design services to the public.

(b) “Resident” means a currently-credentialed architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer who spends the majority of his or her working schedule in one firm location and who is in charge of and responsible for the type of services offered or provided from that location.

(2) Resident required; responsibilities. Every firm maintaining one or more places of business in Wisconsin shall have:

(a) A resident architect in each separate business location which provides or offers to provide architectural services.

(b) A resident professional engineer in each separate business location which provides or offers to provide professional engineering services.

(c) A resident designer in each separate business location which provides or offers to provide designing services.

(d) A resident professional land surveyor in each separate business location which provides or offers to provide professional land surveying services.

(e) A resident landscape architect in each separate business location which provides or offers to provide landscape architectural services.

(f) A resident registered interior designer in each separate business location which provides or offers to provide registered interior design services.

(3) Notice. Upon written request from the board, a firm shall provide notification of at least one resident who is in charge of and responsible for each separate business location.

(4) Resident limitation. A resident may not be in charge of or responsible for services offered or provided from more than one business location.

**Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter</b>	<b>Relating clause/ Summary</b>	<b>Current Stage</b>	<b>Next Step</b>
CR 24-028	112-21	6/20/2024	A-E 2, 7, and 8	<b>Sealing and Signing of Documents.</b> Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	Rule effective 6/1/2025.	Rule effective 6/1/2025.
CR 24-044	071-22	2/22/2025	A-E 8	<b>Supervision.</b> Clarification on definitions of supervision to ensure requirements are current with standards of practice.	Rule effective 6/1/2025.	Rule effective 6/1/2025.
	101-23	05/20/2026	A-E 6	<b>Education.</b> Clarification of Land Surveyor education requirements.	The section has done a motion to recommend withdrawal of the scope statement.	Board approval of preliminary rule draft.
	029-25	11/5/2027	A-E 2, 3, 4, 5, 8, and 14	<b>Certificates of Authorization.</b> Clarifying and adding detail to the statutory requirements for certificates of authorization.	Rule drafting.	Discussion of rule draft with the sections.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Karl Link, Chair		<b>2) Date When Request Submitted:</b> 06/10/2025  Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others											
<b>3) Name of Board, Committee, Council, Sections:</b> Professional Engineer Section													
<b>4) Meeting Date:</b> 06/18/2025	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page? Under NCEES:</b> Discussion and Consideration of 2025 Annual Meeting Summary of Motions											
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>										
<b>10) Describe the issue and action that should be addressed:</b>													
<b>11) Authorization</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Will Johnson</td> <td style="width: 40%; border-bottom: 1px solid black; text-align: right;">06/10/2025</td> </tr> <tr> <td style="text-align: right;">Signature of person making this request</td> <td style="text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> </table>				Will Johnson	06/10/2025	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Will Johnson	06/10/2025												
Signature of person making this request	Date												
Supervisor (if required)	Date												
Executive Director signature (indicates approval to add post agenda deadline item to agenda)													
Date													
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Board Admin Specialist prior to the start of a meeting.													



## MOTIONS TO BE PRESENTED AT THE 2025 ANNUAL MEETING

### Special Committee on Bylaws (21 motions)

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#### Bylaws Motion 1

Move that *Bylaws* Section 1.02 be amended as follows:

**Section 1.02 Definitions and Abbreviations.** Wherever the word “Council” is used, it shall mean the National Council of Examiners for Engineering and Surveying, for which the official abbreviation shall be NCEES. The words “State Board” shall mean a legally constituted board of any state, territory, or political subdivision of the United States of America that administers an Act regulating the practice of professional engineering, a single branch of professional engineering or surveying, or a combination of professional engineering and surveying; or a board that serves in an advisory capacity to a state agency in the administration of such an Act. Wherever the word “State” is used, it shall mean any state, territory, or political subdivision of the United States of America. The words “privilege of the floor” shall mean the right to speak to the subject or situation being considered.

#### Rationale

The Special Committee on Bylaws received a charge to review changes to *Bylaws* Section 1.02 as presented by ACCA and approved by the Council at the 2024 annual meeting. The amendment is to clarify and define the words “privilege of the floor.”

#### Board of directors’ position

Endorses, consent agenda

#### Bylaws Motion 2

Move that *Bylaws* Section 3.021 be amended as follows:

**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.

Member board administrators shall automatically be designated as Associate Members. Recommendations for other Associate Members 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 shall have the privilege of the floor at meetings of the Council. ~~Associate Members may serve on any committee or task force to which duly appointed under the *Bylaws*.~~

#### Rationale

Language is removed because of redundancy. Section 7.01 contains the language allowing associate members to serve on a committee or task force.

#### Board of directors’ position

Endorses, consent agenda

#### Bylaws Motion 3

Move that *Bylaws* Section 3.022 be amended as follows:

**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 shall have the privilege of the floor at meetings of the Council. ~~Emeritus Members may serve on any committee or task force to which duly appointed under the *Bylaws*.~~

#### **Rationale**

Language is removed because of redundancy. Section 7.01 contains the language allowing emeritus members to serve on a committee or task force.

#### **Board of directors' position**

Endorses, consent agenda

#### **Bylaws Motion 4**

Move that *Bylaws* Section 3.03 be amended as follows:

**Section 3.03 International Affiliate Organization.** An International Affiliate Organization of NCEES shall be a legally constituted entity located outside the United States having a collateral and supportive position with the licensure of engineers or surveyors. International Affiliate Organizations are entitled to representation at Council meetings and, on approval of the presiding officer, may have the privilege of the floor. Acceptance [or removal](#) of an International Affiliate Organization shall be by majority vote of the Council.

#### **Rationale**

The Special Committee on Bylaws received a charge to review changes to *Bylaws* Section 3.03 as presented by ACCA and approved by the Council at the 2024 annual meeting. The amendment provides for a mechanism for removal of an International Affiliate Organization.

#### **Board of directors' position**

Endorses, consent agenda

#### **Bylaws Motion 5**

Move that *Bylaws* Section 3.04 be amended as follows:

**Section 3.04 Participating Organizations.** A Participating Organization shall be a society, institute, association, or organization of national scope whose membership is composed predominantly of engineers and/or surveyors engaged in work at the professional level and whose policies include advancement of professional ethics and standards and encouragement of licensure, and which actively supports the policies and objectives of the Council. Participating Organizations are entitled to representation at meetings of the Council and, on approval of the presiding officer, may have the privilege of the floor. ~~They shall be privileged to communicate with the officers and Board of Directors of the Council on matters of mutual concern.~~ Acceptance [or removal](#) of a Participating Organization shall be by majority vote of the Council.

#### **Rationale**

The Special Committee on Bylaws received a charge to review changes to *Bylaws* Section 3.04 as presented by ACCA and approved by the Council at the 2024 annual meeting. The amendment provides for a mechanism for removal of a Participating Organization.

#### **Board of directors' position**

Endorses, consent agenda

#### **Bylaws Motion 6**

Move that *Bylaws* Section 3.05 be amended as follows:

**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 only the number of votes prescribed in the *Bylaws*. Any Delegate shall have the privilege of the floor. [Only Delegates may make motions or propose amendments to motions.](#)

#### **Rationale**

The Special Committee on Bylaws received a charge to review changes to *Bylaws* Section 3.05 as presented by ACCA and approved by the Council at the 2024 annual meeting. The amendment allows for only a delegate to make a motion or propose an amendment to a motion.

### Board of directors' position

Endorses, consent agenda

#### Bylaws Motion 7

Move that *Bylaws* Section 3.07 be amended as follows:

**Section 3.07 Past Presidents.** Past Presidents of the Council who are not members of Member Boards shall be considered as honorary participants in the Council ~~eligible to serve on the committees, to and~~ have the privilege of the floor at meetings of the Council, ~~to take part in discussions, and to perform all functions of Members except to hold office and vote.~~

#### Rationale

Language is removed because of redundancy. *Bylaws* Section 7.01 contains the language allowing past presidents to serve on a committee or task force. The remaining edits are suggested because of redundancy. Section 4.04 states that past presidents shall be ineligible for reelection as president-elect.

### Board of directors' position

Endorses, consent agenda

#### Bylaws Motion 8

Move that *Bylaws* Section 4.01 be amended as follows:

**Section 4.01 Board of Directors.** The Board of Directors shall be the executive board of NCEES. The Board of Directors shall exercise the corporate powers as set forth in the South Carolina Nonprofit Corporation Act.

The Board of Directors shall function as the executive board of the Council and may authorize all expenditures, provide direction to the office of the Chief Executive Officer through the President, authorize the borrowing of funds for Council purposes, and do all things necessary to conduct the affairs of the Council between the Annual Business Meetings.

The Board of Directors shall not take any action that shall interfere with the rights of any Member Board in the regulation of licensees or determine the licensing requirements of applicants within any Member Board's jurisdiction. The Board of Directors shall not be authorized to make expenditures in excess of its annual income and general reserves. In no event shall the Board of Directors be authorized to increase NCEES membership fees of a ~~constituent m~~Member Board.

Decisions of the Board of Directors shall be made by a majority of the members present at a regularly scheduled or called meeting at which a quorum is present. A quorum of the Board of Directors shall consist of a majority of Board members, unless otherwise provided in these Bylaws. The President shall call meetings of the Board of Directors no less than four times per year.

A majority of the Board members may submit ~~a~~written requests to the President to call ~~such additional~~ meetings of the Board of Directors, and the President shall call such meetings within 30 days of receiving such requests. Any written request must include the names of the Board members requesting the meeting and the specific purpose for the meeting. Notice of the date, time, place, and specific purpose of the meeting shall be sent to each member of the Board of Directors at least 15 days prior to the start of the meeting.

#### Rationale

The Special Committee on Bylaws received a charge to review changes to *Bylaws* Section 4.01 as presented by ACCA and approved by the Council at the 2024 annual meeting. The amendment defines a quorum of board members and details how an additional meeting of the board can be called.

### Board of directors' position

Endorses, consent agenda

#### **Bylaws Motion 9**

Move that *Bylaws* Section 4.05 be amended as follows:

**Section 4.05 Qualifications.** Any Member 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 at least three years, and shall have attended at least two NCEES Annual Business Meetings.

Members of the current Board of Directors whose term on their Member Board has expired may run for President-Elect if

- They have obtained emeritus standing within the Council; and
- They have the approval of their Member Board; and
- 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~~ them.

#### **Rationale**

A minor wording revision is proposed for clarity and to be consistent with all other NCEES documents.

#### **Board of directors' position**

Endorses, consent agenda

#### **Bylaws Motion 10**

Move that *Bylaws* Section 4.06 be amended as follows:

**Section 4.06 Vacancies.** If a vacancy occurs in the office of President, the President-Elect shall succeed to the office of President for the completion of that term and subsequently serve the full one-year term that ~~he or she was they were~~ originally elected to serve as President. A vacancy in the office of President-Elect shall remain unfilled until the next NCEES Annual Business Meeting. At that time, the Council will elect a President from the zone of the vacant President-Elect position.

A vacancy in the office of Immediate Past President shall be filled by the most recent available Past President.

A vacancy in the office of Treasurer shall be filled by the Board of Directors within 30 days; the selected individual shall fill the position until an election for a new full-term Treasurer is held at the next Annual Business Meeting.

A vacancy in the office of a Vice President shall be filled by that zone's Assistant Vice President.

Appointments by the Board of Directors shall be made in accordance with the required qualifications and limitations for duly elected members of the Board of Directors.

A quorum of the Board of Directors for filling of vacancies shall consist of six members except in the event of two vacancies, when five shall constitute a quorum. ~~For the filling of vacancies, the members of the Board of Directors may be represented by proxies, duly signed and verified.~~

## Rationale

A minor wording revision is proposed for clarity and to be consistent with all other NCEES documents. The removal of the last sentence is to align the *Bylaws* with South Carolina nonprofit law, which prohibits proxy voting.

## Board of directors' position

Endorses, consent agenda

## Bylaws Motion 11

Move that *Bylaws* Section 4.07 be amended as follows:

**Section 4.07 Sanction or Removal.** ~~By a majority vote and pursuant to the grievance procedure of the Council's *Manual of Policy and Position Statements*, which shall set forth appropriate due process, the Board of Directors may recommend the removal or sanction of a member of the Board of Directors. Upon a finding of the Board of Directors that the Board member has violated the ethics policy set forth in Section 4.08 of the *Bylaws*, that finding, along with stated grounds therefor, shall be transmitted to the chair of the Advisory Committee on Council Activities.~~

~~A Grievance Committee shall be appointed to address the removal or sanction recommended by the Board of Directors. The Grievance Committee members shall be selected as follows: two members of the Board of Directors, selected by the Board; one member from each zone, selected by the Assistant Vice President of each respective zone; and three members of the Advisory Committee on Council Activities, selected by said committee.~~

~~If by a majority vote of its members, the Grievance Committee concurs with the Board recommended removal or sanction, the Board of Directors shall implement such removal or sanction.~~

~~A sanction may include a period of suspension from Board activities, including attendance at Board of Directors or Council conferences and meetings.~~

~~In the event of removal of a Board member, the vacancy on the Board of Directors shall be filled pursuant to Section 4.06 of the *Bylaws*.~~

~~Prior to sanction or removal of a member of the Board of Directors for cause by a vote of a majority of all Board members in office, the grievance procedure of the Council's *Manual of Policy and Position Statements* shall be followed to ensure due process.~~

~~The Grievance Committee members shall be selected as follows: two members of the Board of Directors selected by the Board; one member from each Zone selected by the Assistant Vice President of each respective Zone; and three members of the Advisory Committee on Council Activities selected by said committee. The Grievance Committee shall select its chair.~~

~~The Grievance Committee shall prepare a written report to the Board of Directors as to whether the Board member has violated the ethics policy set forth in Section 4.08 of the *Bylaws*. The Board of Directors, upon review of the report, shall vote on whether to remove the Board member for cause, to sanction such Board member, or to take no action. A sanction may include a period of suspension from Board activities, including attendance at Board of Directors or Council conferences and meetings. In the event of removal of a Board member, the vacancy on the Board shall be filled pursuant to Section 4.06 of the *Bylaws*.~~

~~A Board member can be removed without cause only by a vote of the Members at a special called meeting or if such Board member was elected by a Zone, then by that respective Zone.~~

## Rationale

NCEES corporate counsel was asked to review the *Bylaws* to look for any conflicts with the South Carolina Nonprofit Corporation Act. One of the few findings was Section 4.07. This rewrite of the section uses details from Charge 7, with the addition of language to conform to laws in the state of South Carolina.

## Board of directors' position

Endorses, consent agenda



#### **Bylaws Motion 12**

Move that *Bylaws* Section 4.08 be amended as follows:

**Section 4.08 Ethics Policy.** A member of the Board of Directors is in violation of the ethics policy of the Board of Directors if ~~he or she~~ the Board member:

- (1) Commits a criminal act that reflects adversely on the Board member's honesty, trustworthiness, or fitness as a Board member in other respects.
- (2) Engages in conduct involving dishonesty, fraud, deceit, or misrepresentation.
- (3) Engages in conduct involving moral turpitude.
- (4) States or implies an ability to influence improperly the Board of Directors or any committee or officer of the Council.
- (5) Grossly abuses ~~his or her~~ their authority in the discharge of the duties of the Council.
- (6) Engages in any action that harms the public image or professional reputation of the Council.

#### **Rationale**

A minor wording revision is proposed for clarity and to be consistent with all other NCEES documents.

#### **Board of directors' position**

Endorses, consent agenda

#### **Bylaws Motion 13**

Move that *Bylaws* Section 5.02 be amended as follows:

**Section 5.02 President-Elect.** In the absence of the President or the incapacity of the President, the President-Elect shall exercise the duties of and possess all the powers of the President, including the appointment of committees. ~~The President-Elect shall serve as an ex-officio member of the Committee on Finances.~~

#### **Rationale**

Language is removed because of redundancy. *Bylaws* Section 7.09 contains the language that states that the president-elect is an ex-officio member of the Committee on Finances.

#### **Board of directors' position**

Endorses, consent agenda

#### **Bylaws Motion 14**

Move that *Bylaws* Section 5.03 be amended as follows:

**Section 5.03 Treasurer.** The Treasurer shall, under the direction of the Board of Directors, oversee the financial operation of the Council and shall obtain an annual audit of Council finances and submit such audit to the Board of Directors. ~~The Treasurer shall serve as an ex-officio member of the Committee on Finances.~~

#### **Rationale**

Language is removed because of redundancy. *Bylaws* Section 7.09 contains the language that states that the treasurer is an ex-officio member of the Committee on Finances.

#### **Board of directors' position**

Endorses, consent agenda

#### **Bylaws Motion 15**

Move that *Bylaws* Section 6.02 be amended as follows:

**Section 6.02 Quorum and Voting.** A quorum for the transaction of business at an Annual Business Meeting of the Council shall be Delegates from a majority of Member Boards. A majority ~~vote~~ represented-voting of the Member Boards 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. 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. Proxy voting shall not be permitted.~~

#### **Rationale**

The Special Committee on Bylaws received a charge to review changes to *Bylaws* Section 6.02 as presented by ACCA and approved by the Council at the 2024 annual meeting. The committee revised the last sentence of the section to be explicit that no proxy voting is allowed. Proxy voting would be in conflict with the South Carolina Nonprofit Corporation Act.

#### **Board of directors' position**

Endorses, consent agenda

#### **Bylaws Motion 16**

Move that *Bylaws* Section 6.03 be amended as follows:

**Section 6.03 Special Meetings.** Special meetings of the Council may be called by the President, ~~or by the Delegates, representatives, or officers of the majority of the Member Boards~~ or shall be called by the President within 60 days of receiving the written request of authorized representatives of the majority of the Member Boards.

The specific purpose of the meeting shall be stated in the written request. Notice of the date, time, place, and specific purpose of the meeting shall be sent to each Member of the Council or published on the Council website at least 15 days prior to the start of the meeting. The Council is limited to the specific purpose stated in the written request.

The same *Bylaws* relative to quorum, voting, procedure and conduct of business at an Annual Business Meeting shall apply to special meetings.

#### **Rationale**

The Special Committee on Bylaws received a charge to review changes to *Bylaws* Section 6.03 as presented by ACCA and approved by the Council at the 2024 annual meeting. The amendment clarifies how a special meeting of the Council can be called.

#### **Board of directors' position**

Endorses, consent agenda

#### **Bylaws Motion 17**

Move that *Bylaws* Section 7.06 be amended as follows:

**Section 7.06 Committee on Examinations for Professional Engineers.** The Committee on Examinations for Professional Engineers (EPE) shall consist of a chair and three members from each zone. It shall supervise the preparation of examination specifications and be responsible for the content and scoring of all examinations in the fundamentals and principles and practice of engineering.

The committee, in the interest of uniformity and efficiency, ~~may~~ shall prepare examination development procedures and shall review examination scores and make recommendations of minimum passing grades for examinations.

At least 50 percent of the committee members should be carryover members to provide continuity of the program.

This committee shall have the authority to recommend, in connection with its work, the appointment of consultants.

**Rationale**

The committee found that *Bylaws* Sections 7.06 and 7.07 were not consistent. The amendment makes the two sections consistent with each other.

**Board of directors' position**

Endorses, consent agenda

**Bylaws Motion 18**

Move that *Bylaws* Section 11.02 be amended as follows:

**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~~ they are a candidate. The Tellers Committee will tabulate the results for all votes taken and report the results to the President.

**Rationale**

A minor wording revision is proposed for clarity and to be consistent with all other NCEES documents.

**Board of directors' position**

Endorses, consent agenda

**Bylaws Motion 19**

Move that *Bylaws* Section 12.01 be amended as follows:

**Section 12.01 Adoption.** The *Bylaws* shall become effective upon adoption by the Council at the Annual Business Meeting. For such adoption, a two-thirds affirmative vote of the Member Boards ~~present and in good standing voting~~ shall be required.

**Rationale**

The Special Committee on Bylaws received a charge to review changes to *Bylaws* 12.01 as presented by ACCA and approved by the Council at the 2024 annual meeting. The following was the rationale from ACCA:

The current *Bylaws* allows adoption of amendments by an affirmative vote of a supermajority of member boards present, not a supermajority of those voting in favor. Under this system of participation, member boards that choose to not vote are considered as negative votes. Considering the procedure for adoption of amendments, whereby a Special Committee is charged with proposing them after they have been agreed to by Council at the recommendation of other committees, it is appropriate that they be adopted by a two-thirds affirmative vote of those member boards voting.

**Board of directors' position**

Endorses, consent agenda

**Bylaws Motion 20**

Move that *Bylaws* Section 12.02 be amended as follows:

**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 voting~~. 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.

**Rationale**

See Motion 19 rationale.

**Board of directors' position**

Endorses, consent agenda

**Bylaws Motion 21**

Move that *Bylaws* Section 12.021 be amended as follows:

**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 voting~~.

**Rationale**

See Motion 19 rationale.

**Board of directors' position**

Endorses, consent agenda

**Advisory Committee on Council Activities (4 motions)**

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**ACCA Motion 1**

Move that Administrative Policy 8 be amended as follows:

**AP 8 Motions**

- A. Motions before the Council at the annual business meeting shall not be voted upon at the same business session in which they are introduced and initially discussed or prior to zone meetings. This policy shall not apply to privileged or subsidiary motions and may be suspended for other motions upon approval by a two-thirds majority vote.
- B. Any motion to amend the *Model Law* or *Model Rules* presented at an annual business meeting by an entity other than the Committee on Uniform Procedures and Legislative Guidelines (UPLG) shall be referred to the UPLG Committee for review and revision of the language before it is presented for Council vote at the next scheduled annual business meeting.  
Such motions that have been approved by the Council at the prior meeting and presented by the UPLG Committee following its review and revision of the language as per this section shall be placed on the consent agenda, and the intent of the original motion should not be subject to debate again. If the UPLG motion is removed from the consent agenda and fails on the floor or is modified to change the original intent, the motion should be returned to the appropriate committee to modify the language.
- C. Any motion to amend exam prices in Financial Policy 6 that is presented at an annual business meeting by an entity other than the Committee on Finances shall be referred to the Committee on Finances for review and revision of the language before it is presented for Council vote at the next scheduled annual business meeting.
- D. Any motion to amend examination policies presented at an annual business meeting by an entity other than the Committee on Examination Policy and Procedures (EPP), the Committee on Examinations for Professional Engineers (EPE), or the Committee on Examinations for Professional Surveyors (EPS) shall be referred to the EPP Committee for review and revision of the language in consultation with any other appropriate committee before it is presented for Council vote at the next scheduled annual business meeting.

**Rationale**

Actions approved by the Council at a prior annual meeting should stand after motions are passed to the UPLG Committee for review. If the motion from UPLG is to simply approve the original motion that was approved the prior year, the motion should not be able to be defeated on the floor. If there are significant changes to the original motion or the wording, the defeated motion should return to the appropriate committee for review.

**Board of directors' position**

Does not endorse, non-consent agenda

**Board of directors' rationale**

While the board of directors supports the spirit of the revisions to AP 8, it has concerns about the process. First, "shall be placed on consent agenda" would force the board to do something that it may not agree with. Second, if a motion were removed from the consent agenda and amended from the floor, who would determine whether

the revision changed the original intent? Is it the presiding officer, the board of directors, the UPLG chair, the parliamentarian? The board feels like the process needs more specificity or can remain as is.

#### **ACCA Motion 2**

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Section 4.06:

**Section 4.06 Vacancies.** If a vacancy occurs in the office of President, the President-Elect shall succeed to the office of President for the completion of that term and subsequently serve the full one-year term that he or she was originally elected to serve as President. A vacancy in the office of President-Elect shall remain unfilled until the next NCEES Annual Business Meeting. At that time, the Council will elect a President from the zone of the vacant President-Elect position. If the President and the President-Elect are unable to fulfill the President's term, the Immediate Past President shall serve the remainder of the President's term.

A vacancy in the office of Immediate Past President shall be filled by the most recent ~~available~~-receptive Past President.

A vacancy in the office of Treasurer shall be filled by the Board of Directors within 30 days; the selected individual shall fill the position until an election for a new full-term Treasurer is held at the next Annual Business Meeting.

A vacancy in the office of a Vice President shall be filled by that zone's Assistant Vice President.

Appointments by the Board of Directors shall be made in accordance with the required qualifications and limitations for duly elected members of the Board of Directors.

#### **Rationale**

The immediate past president has the skills and experience to step into the role of president should the president and the president-elect become unable to fulfill the president's term. Revising the vacancy in the office of immediate past president with the most recent receptive past president allows the Council more flexibility in filling that position.

#### **Board of directors' position**

Endorses, consent agenda

#### **ACCA Motion 3**

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Section 3.07:

**Section 3.07 Past Presidents.** Past Presidents of the Council who are not members of Member Boards shall be considered as honorary participants in the Council eligible to serve on the committees, to have the privilege of the floor at meetings of the Council, to take part in discussions, and to perform all functions of Members except to hold office and vote, unless to fulfill the provisions of Section 4.06 of the Bylaws.

#### **Rationale**

Past presidents should not be allowed to hold office and vote, unless fulfilling the term of immediate past president due to a vacancy in the office of president.

#### **Board of directors' position**

Endorses, consent agenda

#### **ACCA Motion 4**

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Section 4.04:

**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 or](#) President-Elect of the Council.

### **Rationale**

Past presidents should not be allowed to serve on the board of directors as president or president-elect of the Council. ACCA's motion to allow the past presidents to serve again as immediate past president would be allowed with this revision.

### **Board of directors' position**

Endorses, consent agenda

### **Committee on Education (3 motions)**

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#### **Education Motion 1**

Move that the *NCEES Engineering Education Standard* be amended as follows:

#### **NCEES Engineering Education Standard**

Applicants having engineering degrees from programs that are not accredited by the Engineering Accreditation Commission (EAC) of ABET must demonstrate the following:

- A. 32 college semester credit hours of higher mathematics, basic sciences, and additional sciences
  1. Credits in higher mathematics must be beyond algebra and trigonometry and must emphasize mathematical concepts and principles rather than computation. Courses in differential and integral calculus are required. Additional courses may include differential equations, linear algebra, numerical analysis, probability and statistics, and advanced calculus.
  2. Credits must include at least two courses in basic sciences. These courses must be in general chemistry, general calculus-based physics, or general biological sciences; the two courses may not be in the same area.
  3. Courses in additional sciences may include earth sciences (geology, ecology), advanced biology, advanced chemistry, and advanced physics. Computer skills and/or programming courses may not be used to satisfy mathematics or basic science requirements. Basic engineering science courses or sequence of courses in this area are acceptable for credit but may not be counted twice.
- ~~B. 12 college semester credit hours in general education that complements the technical content of the curriculum~~
  - ~~1. Examples of traditional humanities/social sciences courses in this area are philosophy, religion, history, literature, fine arts, sociology, psychology, political science, anthropology, economics (micro and macro), professional ethics, and social responsibility. Examples of other general education courses deemed acceptable include management (such as organizational behavior), accounting, written and oral communications, business, and law.~~
  - ~~2. No more than 6 credit hours may come from courses in management, accounting, business, or law. Courses in engineering economics, engineering management, systems engineering/ analysis, production, and industrial engineering/management will not be counted. Language courses in the applicant's native language are not acceptable for credit; no more than 6 credit hours of foreign language courses are acceptable for credit. Native language courses in literature and civilization may be considered in this area. Courses that instill cultural values are acceptable, while routine exercises of personal craft are not.~~
- ~~CB.~~ 48 college semester credit hours of engineering science and/or engineering design courses
  1. Courses in engineering science must be taught within the college/faculty of engineering or approved for engineering credit by an EAC/ABET-accredited program on a publicly listed course equivalency list. The courses must have their roots in mathematics and basic sciences but carry knowledge further toward creative application of engineering principles. Examples of approved engineering science courses are mechanics, thermodynamics, heat transfer, electrical and electronic circuits, materials science, transport phenomena, engineering economics, and computer science (other than computer programming skills).
  2. Courses in engineering design must stress the establishment of objectives and criteria, synthesis, analysis, construction, testing, and evaluation. Graduate-level engineering courses may be included to fulfill curricular requirements in this area.



Engineering technology courses cannot be considered to meet engineering topic requirements.

C. 0 college semester credit hours of general education courses

1. While general education courses are not required to meet the NCEES standard, general education credits will be listed in the credentials evaluation for use at the discretion of the member board.
2. Examples of traditional courses in this area are philosophy, religion, history, literature, fine arts, sociology, psychology, political science, anthropology, economics (micro and macro), professional ethics, and social responsibility. English and foreign language courses in literature and civilization may be considered in this area. Courses that instill cultural values are acceptable, while routine exercises of personal craft are not.

**NCEES Credentials Evaluations Policies**

The NCEES Engineering Education Standard was developed by the NCEES Committee on Education for use by the NCEES Credentials Evaluations service and member boards. An educational evaluation provided by NCEES should be accepted as the only official assessment of whether or not the Engineering Education Standard has been met.

NCEES Credentials Evaluations will adhere to the following in conducting evaluations.

- Evaluations will be conducted on the following:
  1. Non-EAC/ABET-accredited Bachelor's degree in engineering from a non-U.S.-based program
  2. Non-EAC/ABET-accredited bachelor's degree programs in engineering, engineering technology, related science, or mathematics only when coupled with a master's degree or doctorate in engineeringEvaluations may be conducted on programs that do not meet these criteria if specifically requested by an NCEES member board. Such requests must come directly from the member board to the NCEES Manager of Credentials Evaluations.

[. . .]

**Rationale**

ABET leaves it to the universities to set the general education requirements, so NCEES would reflect this reality by making this change. The other proposed changes reflect edits for clarity.

**Board of directors' position**

Endorses, non-consent agenda

**Education Motion 2**

Move that the *NCEES Surveying Education Standard* be amended as follows:

**NCEES Surveying Education Standard**

Applicants who hold surveying degrees from programs that are not accredited by ABET and applicants who hold B.S./B.A. degrees in states that also require a "core program" in surveying must demonstrate the following:

- A. 18 college semester credit hours of mathematics and basic sciences
1. A minimum of 12 credits in mathematics must be beyond basic mathematics, but the credits include college algebra or higher mathematics. These courses must emphasize mathematical concepts and principles rather than computation. Mathematics courses may include college algebra, trigonometry, analytic geometry, differential and integral calculus, linear algebra, numerical analysis, probability and statistics, and advanced calculus.
  2. A minimum of 6 credits must be in basic sciences. These courses must cover one or more of the following topics: general chemistry, advanced chemistry, life sciences (biology), earth sciences (geology, ecology), general physics, and advanced physics. Computer skills and/or programming courses may not be used to satisfy mathematics or basic science requirements.

~~B. 12 college semester credit hours in a general education component that complements the technical content of the curriculum~~

~~Examples of traditional courses in this area are philosophy, religion, history, literature, fine arts, sociology, psychology, political science, anthropology, economics, professional ethics, and social responsibility. No more than 6 credit hours of languages other than English or other than the applicant's native language are acceptable for credit. English and foreign language courses in literature and civilization may be considered~~

~~in this area. Courses that instill cultural values are acceptable, while routine exercises of personal craft are not.~~

**B. 30 college semester credit hours of surveying science and surveying practice**

Courses shall be taught by qualified surveying faculty. Examples of surveying courses are basic surveying, route surveying, hydrographic surveying, geodesy, geographic information systems (GIS), land development design and planning, global positioning navigation satellite systems (GNSS), photogrammetry, mapping, legal principles of land surveying, boundary law, professional surveying and mapping, and remote sensing. Graduate-level surveying courses can be included to fulfill curricular requirements in this area.

**C. 0 college semester credit hours of general education courses**

1. While general education courses are not required to meet the NCEES standard, general education credits will be listed in the credentials evaluation for use at the discretion of the member board.
2. Examples of traditional courses in this area are philosophy, religion, history, literature, fine arts, sociology, psychology, political science, anthropology, economics (micro and macro), professional ethics, and social responsibility. English and foreign language courses in literature and civilization may be considered in this area. Courses that instill cultural values are acceptable, while routine exercises of personal craft are not.

**NCEES Credentials Evaluations Policies**

The NCEES Surveying Education Standard was developed by the NCEES Committee on Education for use by the NCEES Credentials Evaluations service and member boards. An educational evaluation provided by NCEES should be accepted as the only official assessment of whether the Surveying Education Standard has been met.

NCEES Credentials Evaluations will adhere to the following in conducting evaluations.

- Evaluations will be conducted on the following:
  1. ~~Foreign Non-ABET-accredited bachelor's degree in~~ surveying ~~degree from a non-U.S.-based~~ programs
  2. U.S.-based, non-ABET-accredited degree programs in surveying
  3. U.S.-based B.S./B.A. programs for applicants that have met the "surveying core" program requirementsEvaluations may be conducted on programs that do not meet these criteria if specifically requested by an NCEES member board. Such requests must come directly from the member board to the NCEES Manager of Credentials Evaluations.
- NCEES will evaluate all programs against the NCEES standard. NCEES will no longer determine substantial equivalence to an ABET-accredited program.
- In conducting the evaluation, NCEES will consider the breadth of the applicant's education, to include bachelor's degree coursework, master's degree coursework, and doctorate coursework in determining satisfaction of the NCEES standard.
- NCEES will provide credit for any advanced coursework earned prior to college enrollment that is deemed appropriate for college-level academic credit ~~(such as Advanced Placement, A-levels, Abitur, French Baccalaureate, International Baccalaureate, Lebanese Baccalaureate, etc.)~~.

[. . .]

**Rationale**

ABET leaves it to the universities to set the general education requirements, so NCEES would reflect this reality by making this change. The proposed changes are to make the *NCEES Engineering Education Standard* and the *NCEES Surveying Education Standard* consistent and reflect the evolution of surveying curricula.

**Board of directors' position**

Endorses, non-consent agenda

**Education Motion 3**

Move to reorganize the NCEES Surveying Education Award to offer two categories for surveying and geomatics programs: one for associate's degree programs and one for bachelor's degree programs.

**Rationale**

There are currently two distinct Surveying Education Awards: one for two-year schools with an articulation agreement with a four-year school and one for all other surveying/geomatics programs (including bachelor's



programs and two-year programs without articulation agreements). The number of schools with articulation agreements is small; this change would provide a better balance for entries (one category for associate's degree programs and one for bachelor's degree programs) and simplify the entry requirements for each category. The prize money and number of winners within each category would not change.

#### **Board of directors' position**

Endorses, consent agenda

#### **Committee on Examination Policy and Procedures (12 motions)**

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##### **EPP Motion 1**

Move that Exam Development Policy 1 be amended as follows:

##### **EDP 1 Examinations**

Examination shall be defined as a [computer-based testing \(CBT\)](#) assessment tool that produces a score/result on which a decision is being based.

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, which includes the PE Structural examination
- C. Fundamentals of Surveying (FS) examination
- D. Principles and Practice of Surveying (PS) examination
- E. Public Land Survey System (PLSS) 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.

[Member boards reserve the right to administer, score, and report state-specific examinations.](#)

##### **Rationale**

These changes align with a revision in the definition of "computer-based testing (CBT)" as the type of examination currently being produced by NCEES for administering at Pearson VUE test centers. Inserting the phrase in this definition will eliminate needing to mention it in several other EDPs and will be more consistent across all policies. The committee also provided language to denote that state-specific examinations typically given to applicants in both engineering and surveying are done solely by the member boards and not NCEES.

#### **Board of directors' position**

Endorses, consent agenda

##### **EPP Motion 2**

Move that Exam Development Policy 2 be amended as follows:

##### **EDP 2 Examination Development Standards**

The goal of the NCEES examinations program shall be for the development, use, and scoring of examinations prepared by, or under control of, NCEES to comply with the current edition of *Standards for Educational and Psychological Testing*—~~as published jointly by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education~~—or other nationally accepted standards. [The \*Standards for Educational and Psychological Testing\* is published jointly by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education.](#)

##### **Rationale**

The policy was broken into two separate sentences to make it easier to read.

#### **Board of directors' position**

Endorses, consent agenda

### **EPP Motion 3**

Move that Exam Development Policy 3 be amended as follows:

#### **EDP 3 Engineering and Surveying Examinations and Formats**

##### **A. Fundamentals of Engineering Examination**

The Fundamentals of Engineering (FE) examination shall be ~~administered via computer-based testing (CBT)~~ offered in the following practice areas and have supplied references:-

1. Chemical
2. Civil
3. Electrical and Computer
4. Environmental
5. Industrial
6. Mechanical
7. Other Disciplines

##### **B. Principles and Practice of Engineering Examinations**

The Principles and Practice of Engineering (PE) examinations shall be offered in the following practice areas and ~~shall be administered in CBT format and~~ have supplied references:

1. Agricultural and Biological
2. Architectural
3. Chemical
4. Civil—Construction
5. Civil—Geotechnical
6. Civil—Structural
7. Civil—Transportation
8. Civil—Water Resources and Environmental
9. Control Systems
10. Electrical and Computer—Computer Engineering
11. Electrical and Computer— Electronics, Controls, and Communications
12. Electrical and Computer—Power
13. Environmental
14. Fire Protection
15. Industrial and Systems
16. Mechanical—HVAC and Refrigeration
17. Mechanical—Machine Design and Materials
18. Mechanical—Thermal and Fluid Systems
19. Metallurgical and Materials
20. Mining and Mineral Processing
21. Naval Architecture and Marine
22. Nuclear
23. Petroleum
24. Structural

The PE Structural examination shall consist of four sections and shall be considered and referred to as one examination.

##### **C. Fundamentals of Surveying Examinations**

~~The surveying examinations shall be available as follows:~~

- ~~1.—The Fundamentals of Surveying (FS), Principles and Practice of Surveying (PS), and Public Land Survey System (PLSS) examinations shall be administered in CBT format and have supplied references.~~
- ~~2.—Member boards reserve the right to administer, score, and report state specific examinations.~~

##### **D. Principles and Practice of Surveying and Public Land Survey System Examinations**

The Principles and Practice of Surveying (PS), and Public Land Survey System (PLSS) examinations shall be administered and have supplied references.

##### **~~D~~E. Examination Item Banks**

Examination items for all examinations shall be maintained 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. Exam types below are defined in the Exam Development Procedures Manual.

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 shall be determined by the psychometric consultant per the criteria listed in the NCEES *Exam Development Procedures Manual*.

**EF. 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.

**FG. Exam Preparation Material Development**

Exam preparation material shall be developed for each NCEES examination. This material shall include a supplied reference handbook and a practice exam on each major topic area sufficient to provide candidates with a sense of the structure, scope, and difficulty of the examination. The supplied reference handbook and practice exam shall be made available to candidates six months prior to the exam administration ~~during~~ when an exam ~~re-specification~~ year is changed and a minimum of three months prior to the exam administration during a standard exam administration year.

**Rationale**

The wording of this policy was inconsistent between sections and was updated to list all seven types of FE examinations to be consistent with the listing of the PE examinations. The surveying examination portion was expanded to account for the new PLSS examination that is in development, and portions of several paragraphs were struck to prevent redundant restating of the same phrases across multiple policies since the definition of “examination” in EDP 1 was expanded.

**Board of directors’ position**

Endorses, consent agenda

**EPP Motion 4**

Move that Exam Development Policy 4 be amended as follows:

**EDP 4 ~~Entry~~ Addition of a New PE Examination or Reinstatement of a PE Examination**

**A. Accreditation Requirement**

No examination shall be added or reinstated to the examination program unless there is an EAC/ABET-accredited program in the discipline that offers an undergraduate degree program or a graduate degree program focused on the examination topic area.

**B. Professional or Technical Society Requirement**

No examination shall be added or reinstated unless a national professional or technical society agrees to support the examination. All professional or technical societies that support examinations shall sign an agreement with NCEES delineating the responsibilities of both parties.

**C. Member Board Requirement**

Requests for examinations shall be supported in writing by no fewer than 10 member boards who can each demonstrate a need for the examination in their jurisdiction by each providing a letter of support for the new examination in accordance with paragraph ~~DC.2~~ herein. A request older than four years must be resubmitted by the member boards.

**~~D. Letters of Support~~**

~~All requests shall include proof of such need, an estimate of usage, and the impact on safeguarding the health, safety, and welfare of the public.~~

**~~E1. Proof of Need and Estimate of Usage~~**

~~Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination and that additional knowledge areas and skills required are sufficient to support a new examination.~~ No examination shall be added or reinstated to the examination program unless the estimate of usage conforms to NCEES policies and procedures. The estimate of usage shall include the methodology used to derive the estimate. ~~Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination and that additional knowledge areas and skills required are sufficient to support a new examination.~~

## 2. Letters of Support

All requests shall include proof of such need, an estimate of usage, and the impact on safeguarding the health, safety, and welfare of the public.

### FD. Application Review

If the Committee on Examinations for Professional Engineers (EPE) determines that the proposed application meets the requirements, then it ~~will~~shall recommend to the board of directors that the process continues with a professional activities and knowledge study (PAKS). The board of directors shall either approve or reject the recommendation.

### G. Exam Format

~~The new exam or reinstatement request shall be developed in CBT format.~~

### HE. Notification to Member Boards

Member boards shall be notified one year in advance of the addition or reinstatement of any examination to the exam program.

### HF. Requests to Divide an Existing Examination

Requests to divide an existing examination into multiple examinations shall be made to the EPE Committee. Requests shall include proof of such need in accordance with sections A–EC herein.

## **Rationale**

The description of how to seek the addition of a new PE examination is expanded to clarify the process and make the requirements more explicit due to the ambiguities that recently occurred while considering adding a Plumbing module for the PE Mechanical examination. The revised process will be more consistent with what actually happens during the evaluation process.

## **Board of directors' position**

Endorses, consent agenda

## **EPP Motion 5**

Move that Exam Development Policy 5 be amended as follows:

## **EDP 5 Entry Addition of a New FE Examination**

### **A. Accreditation Requirement**

No new FE examination shall be added to the examination program unless there is an EAC/ABET-accredited program in the examination topic area.

### **B. Member Board Requirement**

Requests for examinations shall be supported in writing by no fewer than 10 member boards who can each demonstrate a need for the examination in their jurisdiction by each providing a letter of support for the new examination in accordance with paragraph CB.2 herein. A request older than four years must be resubmitted by the member boards.

### C. Letters of Support

~~All requests shall include proof of such need, an estimate of usage, and the impact of safeguarding the health, safety, and welfare of the public.~~

#### D1. Proof of Need and Estimate of Usage

Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination and that additional knowledge areas and skills required are sufficient to support a new examination. No examination shall be added or reinstated to the examination program unless the estimate of usage conforms to NCEES policies and procedures. The estimate of usage shall include the methodology used to derive that estimate. ~~Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination and that additional knowledge areas and skills required are sufficient to support a new examination.~~

## 2. Letters of Support

All requests shall include proof of such need, an estimate of usage, and the impact of safeguarding the health, safety, and welfare of the public.

### EC. Application Review

If the EPE Committee determines that the proposed application meets the requirements, then it will recommend to the board of directors that the process continues with a professional activities and knowledge study (PAKS). The board of directors shall either approve or reject the recommendation.

### F. Exam Format

~~The new exam or reinstatement request shall be developed in CBT format.~~

#### GD. Notification to Member Boards

Member boards shall be notified at least one year in advance of the addition of any new FE examination.

#### **Rationale**

The description of how to seek the addition of a new FE exam module was expanded to clarify the process and make the requirements more explicit and consistent with the process for a new PE examination as a consequence of the ambiguities that recently occurred during the consideration of adding a Plumbing option for the PE Mechanical examination. The revised process will be more consistent with what actually happens during the evaluation process.

#### **Board of directors' position**

Endorses, consent agenda

#### **EPP Motion 6**

Move that Exam Development Policy 8 be renumbered and amended as follows:

#### **EDP ~~86~~ Entry Addition of a New Surveying Examination**

##### **A. Member Board Requirement**

Requests for examinations shall be made by no fewer than 10 member boards who can each demonstrate a need for the examination in their jurisdiction by each providing a letter of support for the new examination in accordance with paragraph BA.2 herein. A request older than four years must be resubmitted by the member boards.

##### **~~B. Letters of Support~~**

~~All requests shall include proof of such need, an estimate of usage, and the impact on safeguarding the health, safety, and welfare of the public.~~

##### **~~C1. Proof of Need and Estimate of Usage~~**

~~Proof of need shall include evidence that knowledge areas and skills required are sufficient to support a new examination. No examination shall be added or reinstated to the examination program unless the estimate of usage conforms to the NCEES policies and procedures. The estimate of usage shall include the methodology used to derive that estimate. Proof of need shall include evidence that knowledge areas and skills required are sufficient to support a new examination.~~

##### **~~2. Letters of Support~~**

~~All requests shall include proof of such need, an estimate of usage, and the impact on safeguarding the health, safety, and welfare of the public.~~

##### **~~DB~~. Application Review**

If the EPS Committee determines that the proposed application meets the requirements, then it will recommend to the board of directors that the process continues with a professional activities and knowledge study (PAKS). The board of directors shall either approve or reject the recommendation.

##### **~~E. Exam Format~~**

~~The new examination or reinstatement request shall include a plan to develop the exam in CBT format.~~

##### **~~FC~~. Notification to Member Boards**

Member boards shall be notified one year in advance of the addition of any surveying examination.

##### **~~GD~~. Requests to Divide an Existing Examination**

Requests to divide an existing examination into multiple examinations shall be made to the EPS Committee. Requests shall include proof of such need in accordance with paragraphs ~~A-D~~ of this policy.

#### **Rationale**

The description of how to seek the addition of a new surveying examination was expanded to clarify the process and make the requirements more explicit due to the recent ambiguities while considering adding a Plumbing option for the PE Mechanical examination. The revised process will be more consistent with what needs to happen during the evaluation process. The renumbering will allow the processes for all three types of examinations to be grouped together in the policy statements, with the same requirements for all three types of examinations.

If the Council approves the renumbering of this policy, EDPs 6 and 7 will be renumbered EDP 7 and EDP 8, respectively.

## Board of directors' position

Endorses, consent agenda

### EPP Motion 7

Move that Exam Development Policy 9C be amended as follows:

#### EDP 9 Requirements for Item Writers, Pass-Point Evaluators, and Reviewers

##### C. Restriction on Teaching Exam Refresher Courses

Any person serving on an NCEES examination development committee or involved in a pass-point evaluation panel shall not teach an exam refresher course related to the preparation for that examination within three years [of serving following service](#) on the committee or panel.

#### Rationale

This policy clarifies the wording regarding who is able to teach exam refresher courses if they are working on the exam development committee and makes it more explicit about the time lag between exiting an exam development committee and teaching refresher courses in the area that they had been writing exam questions in.

## Board of directors' position

Endorses, consent agenda

### EPP Motion 8

Move to charge a Special Committee on Bylaws with incorporating the following amendments into *Bylaws* Sections 7.06 and 7.07:

**Section 7.06 Committee on Examinations for Professional Engineers.** The Committee on Examinations for Professional Engineers (EPE) shall consist of a chair and three members from each zone. It shall supervise the preparation of examination specifications and be responsible for the content and scoring of all examinations in the fundamentals and principles and practice of engineering.

The committee, in the interest of uniformity and efficiency, may prepare examination development procedures and shall review examination scores and make recommendations of minimum passing grades for examinations.

At least 50 percent of the committee members should be carryover members to provide continuity of the program. [Additionally, at least 50 percent of the committee members should have exam experience as defined in Section 7.01 of the Bylaws.](#)

This committee shall have the authority to recommend, in connection with its work, the appointment of consultants.

**Section 7.07 Committee on Examinations for Professional Surveyors.** The Committee on Examinations for Professional Surveyors (EPS) shall consist of a chair and three members from each zone. All members shall be professional surveyors. EPS shall supervise the preparation of examination specifications and be responsible for the content and scoring of all examinations in the fundamentals and principles and practice of surveying.

The committee, in the interest of uniformity and efficiency, shall prepare examination development procedures and shall review examination scores and make recommendations of minimum passing grades for examinations.

At least 50 percent of the committee members should be carryover members to provide continuity of the program. [Additionally, at least 50 percent of the committee members should have exam experience as defined in Section 7.01 of the Bylaws.](#)

This committee shall have the authority to recommend, in connection with its work, the appointment of consultants.

#### Rationale

Including this language in the *Bylaws* better aligns with the definition of experience while providing more clarity and consistency to the process for selecting members of the EPE and EPS committees. If this motion is adopted,



the EPP Committee will present a motion next year to delete EDP 12 when the Special Committee on Bylaws is presenting motions to amend the *Bylaws*.

#### **Board of directors' position**

Endorses, consent agenda

#### **EPP Motion 9**

Move that Exam Administration Policy 1F be amended as follows:

#### **EAP 1 Administration of Examinations**

##### **F. Examination Scheduling Restriction**

A candidate for an exam may take the [same](#) examination only one time per [defined](#) exam window and no more than three times in a 12-month period.

#### **Rationale**

Wording is added to clarify the frequency with which an examinee can retake a failed exam in the same discipline over the course of a calendar year.

#### **Board of directors' position**

Endorses, consent agenda

#### **EPP Motion 10**

Move that Exam Administration Policy 2 be amended as follows:

#### **EAP 2 Examination Schedules**

NCEES will administer examinations in the published timeframes or on the published dates as noted in the [Security and Administrative Procedures Manual NCEES Examinee Guide](#). The schedule shall be updated annually by NCEES staff. The examination dates should avoid conflicts with public and religious holidays.

~~Any request for a deviation from this policy must be submitted within the prescribed lead time to be considered for approval. A request for any deviation must conform to the applicable NCEES guidelines and must be approved by the NCEES compliance and security manager. Each request will be reviewed on its own merits.~~

#### **Rationale**

The policy is amended to reflect that the published timeframes are now part of the *NCEES Examinee Guide* and are no longer in the *Security and Administrative Procedures Manual*. The second paragraph is removed from the policy because it no longer applies to the exam schedules.

#### **Board of directors' position**

Endorses, consent agenda

#### **EPP Motion 11**

Move that Exam Administration Policy 7 be amended as follows:

#### **EAP 7 Release and Use of Examination Results**

##### **A. Results Reporting**

Examination results for examinees shall be released only to the respective member board and the examinee. Examination results for examinees suspected of an exam irregularity shall not be released until the irregularity has been resolved per the *Security and Administrative Procedures Manual*. ~~Reporting of~~ [e](#)Examination results for examinees ~~will~~ [shall](#) be reported only as pass or fail. All failing examinees ~~will~~ [shall](#) be provided with a diagnostic report to indicate performance on those attempted examinations.

##### **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 change in the exam scores within a year of the date NCEES releases the examination results roster to the member boards, then NCEES ~~will~~ [shall](#) notify the member board only if the change in the exam scores alters an examinee's status from fail to pass.

NCEES reserves the right to notify the member boards at any time if it learns that an examinee 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. Exam Irregularities

All NCEES exam irregularities ~~should~~ shall be evaluated by NCEES with regards to invalidation of exam results. If an examinee fails to comply with the conditions stated in the *NCEES Examinee Guide*, NCEES shall have the authority to invalidate exam results and, furthermore, shall have the authority to suspend an examinee's ability to take an NCEES examination 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.

NCEES ~~will~~ shall notify the member board selected by the examinee of the specific terms and reasons for the invalidation or ban. NCEES ~~will~~ shall update the examinee's account to make this information available to all member boards.

If a member board objects to NCEES' decision to ban an examinee's registration, NCEES ~~will~~ shall update the examinee's account to allow the examinee to select that member board and register for an examination in accordance with the terms set forth by that member board.

D. Structural Engineering Examinations

A section results notice ~~will~~ shall be transmitted to the member board for each administration in which an examinee takes a section. Passing only one section shall not be sufficient for any licensure purposes. After an examinee has passed all sections, an examination pass notice will be transmitted to the member board to indicate that the examinee has passed the PE Structural examination.

E. Release to Universities and Colleges

NCEES may provide institutional reports containing FE or FS examination data directly to a university or college that may help measure learning outcomes of the total engineering or surveying education.

**Rationale**

The language in the policy has been revised to use the term "shall" rather than "will" or "should" to be more consistent with language in other policies and to reflect a more forceful action that must be accomplished.

**Board of directors' position**

Endorses, consent agenda

**EPP Motion 12**

Move that Exam Administration Policy 12 be deleted.

**~~EAP 12 Proctors for Administration of Examinations~~**

~~Any person who teaches a refresher course or is actively involved in preparation of non-NCEES-sponsored review material for an NCEES examination shall not serve as a proctor for any NCEES examination.~~

**Rationale**

This policy should be removed from the examination administration policies since all exams are now administered at Pearson VUE test centers. The callout of proctors is a holdover from the older pencil-and-paper exam administrations and is no longer applicable in the current testing practice.

**Board of directors' position**

Endorses, consent agenda

**Committee on Examinations for Professional Surveyors (1 motion)**

**EPS Motion 1**

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Section 7.07:

**Section 7.07 Committee on Examinations for Professional Surveyors.** The Committee on Examinations for Professional Surveyors (EPS) shall consist of a chair and three members from each zone. All members shall be professional surveyors. EPS shall supervise the preparation of examination specifications and be responsible for



the content and scoring of all [surveying](#) examinations ~~in the fundamentals and principles and practice of surveying~~.

The committee, in the interest of uniformity and efficiency, shall prepare examination development procedures and shall review examination scores and make recommendations of minimum passing grades for examinations.

At least 50 percent of the committee members should be carryover members to provide continuity of the program.

This committee shall have the authority to recommend, in connection with its work, the appointment of consultants.

#### **Rationale**

The current *Bylaws* does not include language about the PLSS exam, which is currently in the development phase. The EPS Committee is the appropriate entity to oversee and assist the PLSS exam development committee with this task.

#### **Board of directors' position**

Endorses, consent agenda

#### **Committee on Finances (7 motions)**

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##### **Finance Motion 1**

Move that the adoption of the 2025–26 operating budget as shown in **Appendix B** be postponed to the end of the last business session.

#### **Rationale**

The committee proposes postponing consideration of the motion 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 2**

Move that the adoption of the 2025–26 capital budget as shown in **Appendix C** be postponed to the end of the last business session.

#### **Rationale**

The committee proposes postponing consideration of the motion 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 3**

Move to approve a \$100,000 contribution to the NCEES Foundation.

#### **Rationale**

Based on the financial condition and needs of the organization, the \$100,000 copyright infringement award is available as a contribution to the NCEES Foundation. These funds could be spent by the Foundation in 2026–27.

#### **Board of directors' position**

Endorses, consent agenda

##### **Finance Motion 4**

Move to approve a transfer to the NCEES Foundation equal to 50 percent of the Reserves Available for Mission Initiatives/Capital Project balance, which is approximately \$9.4 million.

### **Rationale**

Based on both the current Reserves Available for Mission Initiatives/Capital Projects balance and the results of a multiyear NCEES operational financial projection, the transfer is available without negatively impacting the long-term financial health of NCEES. These funds would become part of the investment corpus of the Foundation and are not available to be directly spent. Instead, they would be used to create investment income for the Foundation, which can be spent on mission advancement opportunities.

### **Board of directors' position**

Endorses, non-consent agenda

### **Finance Motion 5**

Move that Financial Policy 1C be amended as follows:

#### **FP 1 Council Funds**

C. The reserve funds (current tangible assets plus tangible marketable long-term investments minus current liabilities) should be accumulated to and maintained at a level sufficient for each of the following:

1. A designated reserve equal to a minimum amount of ~~75-50~~ percent of the annual operating budget
2. A designated exam breach reserve equal to the computed cost of a probable or potential exam breach based on the current approved item replacement costs
3. A data breach reserve equal to the anticipated costs of such an incident, including lost revenue during recovery, less insurance provisions
4. A building reserve for long-range capital improvements and building system and/or component replacements

Reserve funds in excess of the reserves stated above may be designated by the board of directors for other NCEES mission advancement initiatives or capital projects. If the reserve funds fall below the reserve levels stated above, the Council shall strive to correct the situation. All reserves shall be reviewed annually by NCEES staff and presented to the board of directors and the Committee on Finances.

### **Rationale**

The current total of the four reserve provisions is over 100 percent of the annual operating expenses and is more than sufficient. The change maintains the long-term financial health of NCEES.

### **Board of directors' position**

Endorses, non-consent agenda

### **Finance Motion 6**

Move that Financial Policy 3B be amended as follows:

#### **FP 3 Travel Expenses**

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 and travel costs shall be waived for a guest of each.
7. Zone assistant vice presidents and zone secretaries

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
9. NCEES Foundation board of directors members

#### **Rationale**

Current practice is to waive the travel costs for a guest of an NCEES service award recipient.

#### **Board of directors' position**

Endorses, consent agenda

#### **Finance Motion 7**

Move that Financial Policy 3C be amended as follows:

#### **FP 3 Travel Expenses**

##### **C. Zone interim meetings**

1. Members of the current NCEES board of directors ~~and~~
2. NCEES past presidents [to their respective zone meeting](#)
3. Zone assistant vice presidents and zone secretaries to their respective zone meeting
4. A minimum of three funded delegates from each member board as specified by the respective member board. The delegates must be members of the member board or associate members. Boards must meet the *Bylaws* requirements for voting to receive the benefits of funded delegates.
5. The designated 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.
6. Zone service award recipients to their respective zone meeting

#### **Rationale**

The amendment reconciles the policy with the *Zone Meeting and Continuity Guidelines*.

#### **Board of directors' position**

Endorses, consent agenda

#### **Committee on Licensure (9 motions)**

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##### **Licensure Motion 1**

Move that a position statement on experience reporting guidelines and definitions for professional engineering licensure be adopted as follows:

#### **PS 4.2 NCEES-Recommended Experience Reporting Guidelines and Definitions for P.E. Licensing**

NCEES supports focused and guided experience prior to licensure with a clear and common method for reporting and evaluation. The guidelines and associated definitions in the NCEES publication *Experience Record for Initial Licensure as a Professional Engineer* provide a common format for reporting that allows an applicant to demonstrate progressive engineering experience and a depth of knowledge across multiple categories. The format supports various educational and experiential backgrounds as well as areas of engineering practice. The rubric format provides applicants, reviewers, and employers with a better understanding of the requirements for licensure and standards to determine competency.

#### **Rationale**

The Committee on Licensure is proposing this position statement to establish support for member board use of the guidance publication *Experience Record for Initial Licensure as a Professional Engineer* developed this year by the committee.

#### **Board of directors' position**

Endorses, consent agenda

#### **Licensure Motion 2**

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Rules 230.20 A.6*:

#### **230.20 Experience**

##### **A. As a Professional Engineer**

In evaluating experience that indicates to the board that the applicant may be competent to practice engineering, the following will be considered:

6. Experience should be gained under the supervision or mentorship of a licensed professional engineer; if it is not, an explanation must be made showing why the experience should be considered acceptable. Experience gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted to the board.

#### **Rationale**

This modification provides a pathway for certifying acceptable experience for certain individuals who are gaining qualifying experience in workplace situations where P.E. supervisors are not available.

#### **Board of directors' position**

Endorses, consent agenda

#### **Licensure Motion 3**

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Rules 230.20 B.4*:

#### **230.20 Experience**

##### **B. As a Professional Surveyor**

In evaluating experience that indicates to the board that the applicant may be competent to practice surveying, the following will be considered:

4. Experience should be gained under the supervision or mentorship of a licensed professional surveyor; ~~or if it is not, an explanation must be made showing why the experience should be considered acceptable. Experience gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted to the board.~~

#### **Rationale**

This modification provides a pathway for certifying acceptable experience for certain individuals who are gaining qualifying experience in workplace situations where P.S. supervisors are not available.

#### **Board of directors' position**

Endorses, consent agenda

#### **Licensure Motion 4**

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Rules 230.30 A*:

#### **230.30 References**

References are individuals who have personal knowledge of an applicant and are able to assess an applicant's experience, ability, character, or reputation.

- A. For licensure as a professional engineer ~~or professional surveyor~~, an applicant must submit a minimum of five references, three of whom shall be professional engineers, professional surveyors, or other individuals deemed acceptable to the board, who have personal knowledge of the applicant's engineering ~~or surveying~~ experience. ~~In addition, for each employment period, individuals familiar with the applicant's experience for that period must be identified. Engineering applicants must have professional engineer references, and surveying applicants must have professional surveyor references. A minimum of three of the references shall be professional engineers. For licensure as a professional surveyor, an applicant must submit a minimum of five references who have personal knowledge of the applicant's surveying experience. A minimum of three of the references shall be professional surveyors.~~

### **Rationale**

This language more clearly states the expectations for and qualifications of references for engineers and surveyors.

### **Board of directors' position**

Endorses, non-consent agenda

### **Licensure Motion 5**

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Rules 230.20 A*:

#### **230.20 Experience**

##### **A. As a Professional Engineer**

In evaluating experience that indicates to the board that the applicant may be competent to practice engineering, the following will be considered:

[. . .]

16. For each employment period, at least one individual familiar with the applicant's experience for that period must be identified.

### **Rationale**

This addition makes it clear that the experience record requires the identity of a person or persons with direct knowledge of what occurred during each employment period.

### **Board of directors' position**

Endorses, consent agenda

### **Licensure Motion 6**

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Rules 230.20 B*:

#### **230.20 Experience**

##### **B. As a Professional Surveyor**

In evaluating experience that indicates to the board that the applicant may be competent to practice surveying, the following will be considered:

[. . .]

13. For each employment period, at least one individual familiar with the applicant's experience for that period must be identified.

### **Rationale**

This addition makes it clear that the experience record requires the identity of a person or persons with direct knowledge of what occurred during each employment period.

### **Board of directors' position**

Endorses, consent agenda

### **Licensure Motion 7**

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Rules 240.30 G.4*:

#### **240.30 Continuing Professional Competency (CPC)**

The purpose of the continuing professional competency requirement is to demonstrate a continuing level of competency of licensees.

##### **G. Exemptions**

A licensee may be exempt from the continuing professional competency requirements for one of the following reasons:

4. Licensees who list their occupation as "Retired" or "Inactive" on the board-approved renewal form ~~and who further certify that they are no longer receiving any remuneration from providing professional engineering or surveying services~~ shall be exempt from the PDHs required.

## Rationale

*Model Law* 110.20 A.1 and 110.20 B.1 define “Professional Engineer, Retired” and “Professional Surveyor, Retired,” respectively. Individuals having this designation choose to relinquish or choose to not renew their license. Furthermore, *Model Law* 110.20 S defines “Inactive Status.” If one is granted inactive status, that individual may not practice or offer to practice engineering/surveying, unless otherwise exempted. Therefore, it should not matter whether a “retired” or “inactive” individual is receiving remuneration for providing services. They are not allowed to provide professional engineering/surveying services, regardless. Licensing laws and rules would not apply; thus the fulfillment of professional development hours, or PDHs, would not be required.

## Board of directors’ position

Endorses, consent agenda

## Licensure Motion 8

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Law* 110.20 S:

### 110.20 Definitions

- S. Inactive Status—Licensees who are not engaged in engineering or surveying practice that require licensure in this jurisdiction may be granted inactive status. No licensee granted inactive status may practice or offer to practice engineering [or surveying](#) in this jurisdiction unless otherwise exempted in this Act.

## Rationale

This modification corrects the omission of surveying in the second sentence.

## Board of directors’ position

Endorses, consent agenda

## Licensure Motion 9

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Law* 130.10 B.2.b:

### 130.10 General Requirements for Licensure

#### B. Engineering

##### 2. Licensure as a Professional Engineer

##### b. Licensure by Comity for a Professional Engineer<sup>3,4</sup>

The following shall be considered as minimum evidence satisfactory to the board that the applicant is qualified for licensure by comity as a professional engineer:

- (1) An individual holding a license to engage in the practice of engineering issued by a proper authority of any jurisdiction or any foreign country, based on requirements that do not conflict with the provisions of this Act and possessing credentials that are, in the judgment of the board, of a standard that provides proof of minimal competency and is comparable to the applicable licensure act in effect in this jurisdiction at the time such license was issued may, upon application, be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction; or
- (2) An individual holding an active Council Record with NCEES, whose qualifications as evidenced by the Council Record meet the requirements of this Act, may, upon application, be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction~~;~~ [or](#)
- (3) [An individual listed on the International Registry of an authorized member of the International Professional Engineer Agreement or the APEC Engineer Agreement may, upon application, be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction.](#)

<sup>3</sup> Jurisdictions (boards) that do not license by discipline may license an individual as a professional engineer.

<sup>4</sup> Jurisdictions (boards) that license by discipline may license an individual in any discipline in which the individual can verify competency.

## Rationale

This change to *Model Law* recognizes the mutual recognition agreement with the United Kingdom and any future agreements. The individual requesting licensure by comity must be on the International Registry of a

member of the International Engineering Alliance’s International Professional Engineer Agreement or APEC Engineer Agreement.

**Board of directors’ position**  
Endorses, consent agenda

**Committee on Member Board Administrators (2 motions)**

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**MBA Motion 1**

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Rules* 240.30 I:

**240.30 Continuing Professional Competency (CPC)**

- I. Requirements for Renewal [and Audit of the CPC Requirement](#)  
To renew a license, an applicant must meet ~~either one~~ of the following:
1. The requirements of the NCEES *CPC Standard*
  2. The requirements of *[insert jurisdiction name]*
  3. [The requirements of the licensee’s jurisdiction of residence, if that jurisdiction’s CPC requirements are substantially equivalent to the NCEES \*CPC Standard\*.](#)

[If the licensee meets one of these three requirements, the board may consider the CPC requirement completed.](#)

**Rationale**  
The committee recognized that it is extremely difficult in some cases for licensees who hold licenses in multiple jurisdictions to navigate the CPC requirements of each jurisdiction for the reasons identified in the report. This proposed language would give member boards the flexibility to accept a licensee’s CPC credits if the licensee meets their home state’s CPC requirement and those requirements are substantially equivalent to the NCEES CPC Standard.

**Board of directors’ position**  
Endorses, consent agenda

**MBA Motion 2**

Move that a Special Committee on Bylaws be charged with changing references to Member Board Administrators to Member Board Executives throughout the *Bylaws* and that NCEES staff make revisions to the *Manual of Policy and Position Statements*, *Model Law*, *Model Rules*, and all other NCEES publications after adoption in the *Bylaws*, for approval by the board of directors.

**Rationale**  
The term “member board executive” more accurately describes the role and responsibilities of member board staff directors and is consistent with titles used by similar national organizations.

**Board of directors’ position**  
Endorses, consent agenda

**Committee on Uniform Procedures and Legislative Guidelines (9 motions)**

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**UPLG Motion 1**

Move that *Model Rules* 240.30 D be amended as follows:

**240.30 Continuing Professional Competency (CPC)**

- D. Units
- [. . .]
7. Active participation in [a professional and technical society \(each organization\)](#) [or in an accreditation visit as a program evaluator or evaluation team chair](#)..... 2 PDHs
- [. . .]



## Rationale

The Committee on Education motion adopted by the Council at the 2024 annual meeting added active participation in an accreditation visit as a program evaluator or evaluation team chair as acceptable for continuing education credit. The UPLG Committee reviewed the proposed changes and determined that “active participation in an accreditation visit as a program evaluator or evaluation team chair” is similar to “active participation in professional or technical society.” Incorporating that into point 7 provides uniformity and satisfies the rationale of the Committee on Education. The Committee on Education was consulted and concurred.

## Board of directors’ position

Endorses, consent agenda

## UPLG Motion 2

Move that *Model Law* 130.10 B be amended as follows:

### 130.10 General Requirements for Licensure

#### B. Engineering

##### 1. Certification or Enrollment as an Engineer Intern

The following shall be considered as minimum evidence that the applicant is qualified for certification as an engineer intern.

- a. Graduating from an engineering ~~bachelor’s~~ program ~~of four years or more~~ accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), graduating from an engineering master’s program accredited by EAC/ABET, graduating from an engineering technology bachelor’s program accredited by the Engineering Technology Accreditation Commission of ABET (ETAC/ABET), or meeting the requirements of the NCEES *Engineering Education Standard*
- b. Passing the NCEES Fundamentals of Engineering (FE) examination

##### 2. Licensure as a Professional Engineer

The board may designate a professional engineer as being licensed in a specific discipline or branch of engineering, signifying the area in which the engineer has demonstrated competence.

##### a. Initial Licensure as a Professional Engineer

An applicant who presents evidence of meeting the applicable education, examination, and experience requirements as described below shall be eligible for licensure as a professional engineer.

##### (1) Education Requirements

An individual seeking licensure as a professional engineer shall possess one or more of the following education qualifications:

- (a) A degree in engineering from an EAC/ABET-accredited bachelor’s program
- (b) A degree in engineering from an EAC/ABET-accredited master’s program
- (c) A degree in engineering technology from an ETAC/ABET-accredited bachelor’s program
- (ed) A bachelor’s, master’s, or doctoral degree in engineering or engineering technology from a non-EAC/ABET-accredited program. This individual’s education must be shown to meet the NCEES *Engineering Education Standard*.

##### (2) Examination Requirements

An individual seeking licensure as a professional engineer shall take and pass the NCEES Fundamentals of Engineering (FE) examination and the NCEES Principles and Practice of Engineering (PE) examination, and any jurisdiction-specific examination.

##### (3) Experience Requirements

An individual seeking licensure as a professional engineer shall present evidence of a specific record of four years of progressive engineering experience after a qualifying degree is conferred as described in a(1)(a), a(1)(b), or a(1)(d) above or evidence of a specific record of six years of progressive engineering experience after a qualifying degree is conferred as described in a(1)(c) above. This experience should be of a grade and character that indicate to the board that the applicant may be competent to practice engineering. The following educational criteria may apply as a substitute to the length of experience set forth above:



(a) An individual with a master's degree in engineering acceptable to the board: three years of experience after the qualifying bachelor's degree is conferred as described in a(1)(a) or a(1)(~~ed~~) above

(b) An individual with a master's degree in engineering acceptable to the board: five years of experience after the qualifying bachelor's degree is conferred as described in a(1)(c) above

(~~bc~~) An individual with an earned doctoral degree in engineering acceptable to the board and who has passed the FE exam: two years of experience

(~~ed~~) An individual with an earned doctoral degree in engineering acceptable to the board and who has elected not to take the FE exam: four years of experience

A graduate degree that is used to satisfy education requirements cannot be applied for experience credit toward licensure. To be eligible for experience credit, graduate degrees shall be relevant to the applicant's area of professional practice.

Experience credit for a graduate degree cannot be earned concurrently with work experience credit.

b. Licensure by Comity for a Professional Engineer<sup>3,4</sup>

The following shall be considered as minimum evidence satisfactory to the board being applied to that the applicant is qualified for licensure by comity as a professional engineer:

(1) An individual holding a license to engage in the practice of engineering issued by a proper authority of any jurisdiction or any foreign country, based on requirements that do not conflict with the provisions of this Act and possessing credentials that are, in the judgment of the board, of a standard that provides proof of minimal competency and is comparable to the applicable licensure act in effect in this jurisdiction at the time such license was issued may, upon application, be licensed without further examination except as required to examine the applicant's knowledge of statutes, rules, and other requirements unique to this jurisdiction; or

(2) An individual holding an active Council Record with NCEES, whose qualifications as evidenced by the Council Record meet the requirements of this Act, may, upon application, be licensed without further examination except as required to examine the applicant's knowledge of statutes, rules, and other requirements unique to this jurisdiction; ~~or~~

(3) An individual (not applying for licensure in the structural discipline) who holds a license to engage in the practice of engineering issued by another state, the District of Columbia, or a territory of the United States may, upon application, be licensed without further examination except as required to examine the applicant's knowledge of statutes, rules, and other requirements unique to this jurisdiction, if the applicant meets all of the following criteria:

(a) The professional engineering qualifications of the applicant include a minimum of seven years of continuous and verifiable experience as a professional engineer that is acceptable to the board being applied to;

(b) Applicant has not received any form of disciplinary action related to professional conduct or practice from any jurisdiction within the five years immediately preceding application to this jurisdiction;

(c) Applicant's professional license has not been suspended or revoked at any time from any jurisdiction; and

(d) Applicant has passed the Principles and Practice of Engineering examination administered by the National Council of Examiners for Engineering and Surveying relevant to the discipline in which the applicant is seeking licensure.

<sup>3</sup> Jurisdictions (boards) that do not license by discipline may license an individual as a professional engineer.

<sup>4</sup> Jurisdictions (boards) that license by discipline may license an individual in any discipline in which the individual can verify competency.

## Rationale

The Committee on Education, Engineering Licensure Task Force, and Northeast Zone motions adopted by the Council at the 2024 annual meeting directed UPLG to incorporate amendments to *Model Law* 130.10 B. The committee reviewed the motions and determined that there were no conflicts between them and that the amendments could be incorporated essentially as passed, with edits to include engineering technology degrees in 2.a.(1)(d) and to include the word "above" in 2.a.(3). The committee also changed the term "certificate of licensure" to "license" in 2.b.(3) for consistency with 2.b.(1).

## Board of directors' position

Endorses, consent agenda

### UPLG Motion 3

Move that *Model Law* 130.10 C be amended as follows:

## 130.10 General Requirements for Licensure

### C. Surveying

#### 1. Certification or Enrollment as a Surveying Intern

The following shall be considered as minimum evidence that the applicant is qualified for certification as a surveying intern.

- a. Graduating from a surveying ~~bachelor's~~ program ~~of four years or more~~ accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), the Engineering Technology Accreditation Commission of ABET (ETAC/ABET), or the Applied and Natural Science Accreditation Commission of ABET (ANSAC/ABET); graduating from a ~~bachelor's~~ program ~~of four or more years~~ related to surveying with 30 or more semester course hours in core surveying topics; or meeting the requirements of the NCEES *Surveying Education Standard*
- b. Passing the NCEES Fundamentals of Surveying (FS) examination

#### 2. Licensure as a Professional Surveyor

##### a. Initial Licensure as a Professional Surveyor

An applicant who presents evidence of meeting the applicable education, examination, and experience requirements as described below shall be eligible for licensure as a professional surveyor.

##### (1) Education Requirements

An individual seeking licensure as a professional surveyor shall possess one or more of the following education qualifications (a degree in surveying includes surveying, surveying engineering, mapping, geodesy, and geomatics):

- (a) A ~~bachelor's~~ degree in surveying ~~of four years or more~~ accredited by the Engineering Accreditation Commission of ABET (EAC/ABET)
- (b) A ~~bachelor's~~ degree in surveying ~~of four years or more~~ accredited by the Engineering Technology Accreditation Commission of ABET (ETAC/ABET)
- (c) A ~~bachelor's~~ degree in surveying ~~of four years or more~~ accredited by the Applied and Natural Science Accreditation Commission of ABET (ANSAC/ABET)
- (d) A ~~bachelor's~~ degree ~~related to surveying of four years or more~~ with 30 or more semester course hours in core surveying topics
- (e) A bachelor's, master's, or doctoral degree from a non-accredited program related to surveying. This individual's education must be shown to meet the NCEES *Surveying Education Standard*

[. . .]

##### (3) Experience Requirements

An individual seeking licensure as a professional surveyor shall present evidence of a specific record of four years of progressive surveying experience ~~after a qualifying degree is conferred as described in 2.a.(1) above~~. This experience should be of a grade and character that indicate to the board that the applicant may be competent to practice surveying. The following educational criteria may apply as a substitute to the length of experience set forth above:

- (a) An individual with a master's degree in surveying acceptable to the board: three years of experience ~~after the qualifying bachelor's degree is conferred as described in 2.a.(1) above~~
- (b) An individual with an earned doctoral degree in surveying acceptable to the board and who has passed the FS exam: two years of experience
- (c) An individual with an earned doctoral degree in surveying acceptable to the board and who has elected not to take the FS exam: four years of experience

[. . .]

### **Rationale**

The Committee on Education motion and the Surveying and Mapping Sciences Licensure Task Force motion adopted by the Council at the 2024 annual meeting directed UPLG to incorporate amendments to *Model Law* 130.10 C. The committee reviewed the motions and, confirming that there was no conflicting language with the amendments adopted through other motions from the Committee on Education and the Northeast Zone, determined that the amendments could be incorporated as adopted with no revision.

### **Board of directors' position**

Endorses, consent agenda

### **UPLG Motion 4**

Move that *Model Rules* 230.20 A be amended as follows:

#### **230.20 Experience**

##### **A. As a Professional Engineer**

In evaluating experience that indicates to the board that the applicant may be competent to practice engineering, the following will be considered:

[. . .]

8. Teaching experience must be in engineering or engineering-related courses at a junior-, senior-, or graduate-level in a college or university offering an engineering program ~~of four years or more~~ that is approved by the board.

[. . .]

### **Rationale**

The Committee on Education motion adopted by the Council at the 2024 annual meeting directed UPLG to incorporate amendments to point 8 of *Model Rules* 230.20 A to provide consistency with the changes in *Model Law* 130.30. The committee reviewed the proposed amendment and determined that there is no conflict with other sections and that the amendments could be incorporated as adopted with no revision.

### **Board of directors' position**

Endorses, consent agenda

### **UPLG Motion 5**

Move that *Model Rules* 230.20 A be amended as follows:

#### **230.20 Experience**

##### **A. As a Professional Engineer**

In evaluating experience that indicates to the board that the applicant may be competent to practice engineering, the following will be considered:

[. . .]

8. Teaching experience must be in engineering or engineering-related courses at a junior-, senior-, or graduate-level in a college or university offering an engineering or engineering technology program of four years or more that is approved by the board.

[. . .]

### **Rationale**

The Northeast Zone motion adopted by the Council at the 2024 annual meeting provided for a licensure pathway that includes engineering technology degrees accredited by ETAC/ABET. In reviewing the *Model Law* and *Model Rules* to determine if there were other changes that were required as a result of the adoption of that motion, the committee determined that point 8 of *Model Rules* 230.20 A should allow for teaching in both engineering and engineering technology bachelor's programs to be considered. The term "bachelor's" is unnecessary in this instance because the definition of teaching experience that will be considered must be at junior, senior, or graduate level.

### **Board of directors' position**

Endorses, consent agenda

#### **UPLG Motion 6**

Move that *Model Law* 130.30 B be amended as follows:

#### **130.30 Examinations**

- B. Examinations may be taken only after the applicant has met the other minimum requirements as given in Sections 130.10 and 130.20 of this Act and has been approved by the board for admission to the examinations. The board may offer the following examinations:
1. NCEES Fundamentals of Engineering (FE) examination
  2. NCEES Principles and Practice of Engineering (PE) examination
  3. NCEES Fundamentals of Surveying (FS) examination
  4. NCEES Principles and Practice of Surveying (PS) examination
  5. [NCEES Public Land Survey System \(PLSS\) examination](#)

#### **Rationale**

The committee reviewed *Model Law* and *Model Rules* to determine if the implementation of the upcoming PLSS examination needs to be addressed. This review resulted in a recommendation to amend *Model Law* Section 130.30 by adding the PLSS examination to the current list of examinations that the member board may choose to offer in its jurisdiction to applicants.

#### **Board of directors' position**

Endorses, consent agenda

#### **UPLG Motion 7**

Move that *Model Rules* 230.40 be amended as follows:

#### **230.40 Examinations**

##### **A. Classification of Engineering Examinations**

This jurisdiction ~~or its designee will~~ shall provide the following examinations:

[. . .]

##### **C. Classification of Surveying Examinations**

1. This jurisdiction shall require the following:
  - a. NCEES Fundamentals of Surveying (FS) examination—The examination consists of subject matters in the fundamentals of surveying.
  - b. NCEES Principles and Practice of Surveying (PS) examination—The examination consists of subject matters in applied surveying, which may be divided in separate parts as determined by the board.
2. This jurisdiction may require the following:
  - a. Jurisdictional examination(s)—The examination(s) may include jurisdiction laws, procedures, and standards for the practice of surveying.
  - b. NCEES Public Land Survey System (PLSS) examination—The examination consists of subject matters related to the Public Land Survey System.

##### **D. Approval of Applicant for Surveying Examinations**

1. NCEES Fundamentals of Surveying (FS) Examination
  - a. An individual applying to take the FS examination may register with NCEES directly to take the FS examination or, if required, apply to the board for admission to the FS examination.
2. NCEES Principles and Practice of Surveying (PS) Examination
  - a. An individual will be permitted to take the PS examination upon satisfactorily fulfilling all requirements of the jurisdiction, which may include additional exams referenced in Section 230.40 C.2.
  - b. Surveying doctorate degree applicants with an undergraduate degree from a program accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), the Engineering Technology Accreditation Commission of ABET (ETAC/ABET), or the Applied and Natural Science Accreditation Commission of ABET (ANSAC/ABET) and with a doctorate degree in surveying and with experience that meets the qualifications defined by the board may sit for the PS examination without having taken or passed the FS examination.

[. . .]

L. Examination for Record Purposes

1. Any individual licensed by this board may take for Record purposes the FE/FS examination and/or a PE/PS/PLSS examination in a chosen discipline offered by NCEES upon payment of *[insert fee set by board regulation and/or NCEES]*.
2. Failure to pass either or both examinations will in no way affect current licensure.

**Rationale**

The committee reviewed *Model Law* and *Model Rules* to determine if the implementation of the upcoming PLSS examination needs to be addressed. This review resulted in a recommendation to amend *Model Rules* Section 230.40 by adding a reference to the PLSS examination in paragraph L, which would allow current Record holders to sit for the PLSS examination for the purposes of obtaining a license in a jurisdiction that requires the PLSS examination for comity licensure.

The amendment to 230.40 A provides consistency with the language in 230.40 C related to a jurisdiction to offer the requisite examinations. The amendment to 230.40 D provides for jurisdiction-specific exams, including the PLSS examination, to be required as a prerequisite to approval.

**Board of directors' position**

Endorses, consent agenda

**UPLG Motion 8**

Move that *Model Law* 110.20 E be amended as follows:

**110.20 Definitions**

- E. Responsible Charge—The term “Responsible Charge,” as used in this Act, shall mean ~~direct control and personal supervision of engineering or surveying work, as the case may be, to exercise full professional knowledge of and control over work. A licensee in responsible charge of engineering or surveying work must:~~
1. Have and exercise the authority to review and to change, reject, or approve both the work in progress and the final work product, through examination, evaluation, communication, and direction throughout the development of the work;
  2. Be personally aware of the project's scope, needs, parameters, limitations, and special requirements;
  3. Be capable of answering questions relevant to the engineering or surveying decisions made as part of the services provided, in sufficient detail to demonstrate reasonable knowledge of and proficiency in the work; and
  4. Accept full responsibility for the work.

**Rationale**

The 2023–24 Committee on Law Enforcement recommended that the UPLG Committee review *Model Rules* 240.20 E to determine if it may be more appropriately placed in the Rules of Professional Conduct section of the *Model Rules*.

Responsible charge is used in three sections of the *Model Rules*, and either leaving the definition in *Model Rules* 240.20 or placing it in *Model Rules* 240.15 would not provide for consistency of interpretation of the definition where the term appears in other sections. *Model Rules* 210.20 states, “The NCEES *Model Law*, Section 110.20, Definitions, provides definitions that also apply to these *Model Rules*.” The UPLG Committee reviewed *Model Rules* 240.20 E and determined that the language used in this rule should be placed in *Model Law* 110.20 and that *Model Rules* 240.20 should be amended to remove the detailed description of responsible charge and to revise the requirements for sealing documents.

**Board of directors' position**

Endorses, consent agenda

Move that *Model Rules* 240.20 D–J be amended as follows:

### **240.20 Seal on Documents**

- D. The seal and signature shall be placed on work only when it was under the licensee's responsible charge. The licensee shall sign and seal only work within the licensee's areas of competence. The board has final authority regarding the determination of whether work was actually prepared under the responsible charge of a licensee. The licensee is responsible for meeting all of the requirements for responsible charge whether the work is being performed remotely or locally.
- ~~E. In order to exercise full professional knowledge of and control over work, a licensee in responsible charge of engineering or surveying work must:~~
- ~~1. Have and exercise the authority to review and to change, reject, or approve both the work in progress and the final work product, through examination, evaluation, communication, and direction throughout the development of the work;~~
  - ~~2. Be personally aware of the project's scope, needs, parameters, limitations, and special requirements;~~
  - ~~3. Be capable of answering questions relevant to the engineering or surveying decisions made as part of the services provided, in sufficient detail to demonstrate reasonable knowledge of and proficiency in the work; and~~
  - ~~4. Accept full responsibility for the work.~~
- ~~The board has final authority regarding the determination of whether work was actually prepared under the responsible charge of a licensee. The licensee is responsible for meeting all of the preceding requirements whether the work is being performed remotely or locally.~~
- ~~FE.~~ Any revision to a document containing the seal and signature of a licensee shall be described and dated. If the revisions are not done by the original licensee, the revisions must also be signed and sealed by the licensee in responsible charge of those revisions.
- ~~GF.~~ In circumstances where a licensee in responsible charge of the work is unavailable to complete the work, or the work is a site adaptation of a standard design plan, or the work is a design plan signed and sealed by an out-of-jurisdiction licensee, a successor licensee may take responsible charge by performing all professional services to include developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The non-professional services, such as drafting, need not be redone by the successor licensee but must clearly and accurately reflect the successor licensee's work. The burden is on the successor licensee to show such compliance. The successor licensee shall have control of and responsibility for the work product and the signed and sealed originals of all documents.
- ~~HG.~~ When a licensee is required to seal and sign engineering/surveying documents, one of the following methods must be used:
1. Physical placement of a seal and a handwritten signature in permanent ink containing the name of the licensee
  2. Digital placement of a seal and a handwritten signature in permanent ink containing the name of the licensee
  3. Digital placement of a seal and a digital signature containing the name of the licensee
- ~~IH.~~ Drawings, reports, and documents that are signed using a digital signature must have an electronic authentication process attached to or logically associated with the electronic document. The digital signature must be
1. Unique to the individual using it
  2. Capable of verification
  3. Under the sole control of the individual using it
  4. Linked to a document in such a manner that the digital signature is invalidated if any data in the document is changed.
- ~~JI.~~ A digital signature that uses a process approved by the board will be presumed to meet the criteria set forth in Section ~~HG~~ and ~~IH~~ above. Any hard copy printed from the transmitted electronic file shall bear the facsimile of the signature and seal and be a confirmation that the electronic file was not altered after the initial digital signing of the file. Any alterations to the file shall cause the facsimile of the signature to be voided.



## Rationale

The 2023–24 Committee on Law Enforcement recommended that the UPLG Committee review *Model Rules* 240.20 E to determine if it may be more appropriately placed in the Rules of Professional Conduct section of the *Model Rules*.

Responsible charge is used in three sections of the *Model Rules*, and either leaving the definition in *Model Rules* 240.20 or placing it in *Model Rules* 240.15 would not provide for consistency of interpretation of the definition where the term appears in other sections. *Model Rules* 210.20 states, “The NCEES *Model Law*, Section 110.20, Definitions, provides definitions that also apply to these *Model Rules*.” The UPLG Committee reviewed *Model Rules* 240.20 E and determined that the language used in this rule should be placed in *Model Law* 110.20 and that *Model Rules* 240.20 should be amended to remove the detailed description of responsible charge and to revise the requirements for sealing documents. Motion 9 is to remove the wording that is to be added to *Model Law* 110.20 by Motion 8 and to enhance the description of sealing documents by amending this Section D with the last two sentences from Section E.

## Board of directors’ position

Endorses, consent agenda

## Board of Directors (2 motions)

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### BoD Motion 1

Move that the application of the Utility Engineering and Surveying Institute of the American Society of Civil Engineers to become a member of the NCEES Participating Organizations Liaison Council be approved.

## Financial impact

Less than \$1,000 per year for annual meeting registration (POLC members pay own travel expenses, and POLC dues currently set at \$0)

## Rationale

The Utility Engineering and Surveying Institute, an institute of the American Society of Civil Engineers, meets the requirements for admittance to POLC: (from *Bylaws*, Section 3.04) “A Participating Organization shall be a society, institute, association, or organization of national scope whose membership is composed predominantly of engineers and/or surveyors engaged in work at the professional level and whose policies include advancement of professional ethics and standards and encouragement of licensure, and which actively supports the policies and objectives of the Council.”

## Board of directors’ position

Endorses, consent agenda

### BoD Motion 2

Move that a position statement on responsible use of artificial intelligence in engineering and surveying be adopted as follows:

### **PS 6.10 Responsible Use of Artificial Intelligence in Engineering and Surveying**

Artificial intelligence (AI) is a transformative tool for engineering and surveying practice and NCEES affirms that its use must prioritize public safety, professional responsibility, and ethical standards. While AI-powered tools can automate complex tasks, human interaction and oversight remains essential to ensure proper use, accuracy, reliability, and adherence to industry standards. Engineers and surveyors must maintain competence in their practice, understanding both AI’s capabilities and its limitations to make informed judgments. Additionally, ethical considerations, including data privacy, bias mitigation, and accountability, should be prioritized to uphold public trust and professional integrity.

#### **A. Responsible Charge**

1. Licensed professionals retain ultimate responsibility for decisions and thus must ensure AI-generated outputs align with public protection, professional standards, and regulatory requirements.
2. Licensed professionals must not use AI to practice outside of their professional competency.
3. AI is a tool to assist, not replace, professional judgment, with licensed professionals overseeing and validating all critical processes.

#### B. Competence

1. Licensed professionals should stay informed about AI advancements, understanding its use, capabilities, limitations, and appropriate applications in their field.
2. Continuing education and training are essential to ensure licensed professionals can effectively integrate AI while upholding industry best practices.

#### C. Validation/Transparency

1. Licensed professionals must critically assess AI outputs, performing independent checks to confirm accuracy and reliability before implementation.
2. AI-generated results should be verifiable, with clear documentation of methodologies, data sources, and assumptions used in decision-making.

#### D. Ethical Considerations

1. Licensed professionals must adhere to all legal and ethical standards in the use of AI applications and recognize that safeguarding data privacy and security is critical.
2. AI models should be monitored for biases, ensuring fair and impartial outcomes that do not compromise public trust or professional integrity.

#### E. Guidance and Collaboration

1. Member boards should develop specific guidelines or rules addressing the responsible use of AI in engineering and surveying to ensure compliance with professional standards and public safety.
2. NCEES, member boards, and professional societies, along with outside experts should collaborate to establish best practices for AI integration to ensure AI is used effectively and responsibly across the engineering and surveying professions.

#### **Rationale**

Because artificial intelligence (AI) is such a transformative tool, the NCEES board of directors feels a position on artificial intelligence is needed to leverage its benefits and address potential risks. A clear position on AI allows NCEES to address ethical concerns and ensure responsible implementation.

#### **Board of directors' position**

Endorses, consent agenda