



SE Structural Engineers

Instructions for Filling Out the Application for Structural Engineering Registration

NOTE: It is the Applicant's responsibility to compile and submit all documentation required. Failure to do so will delay the application process and may result in determining ineligibility for professional registration.

The following instructions are provided to assist in completing the application.

Please read the applicable Oregon Revised Statutes (ORSs) and the Oregon Administrative Rules (OARs). To locate the ORSs and the OARs, visit our website at oregon.gov/osbeels. Click on the "Revised Statutes" link for the ORSs. Click on the "Administrative Rules" for the OARs.

It is the Applicant's responsibility to review these requirements before applying to the Board.

This application is not to be used for Professional Engineering (PE), Professional Land Surveying (PLS) or Registered Professional Photogrammetry (RPP) registration. To apply for PE/PLS/RPP registration, use the application for Registration. Note: All applications for Structural Engineering Registration are reviewed by the Examinations and Qualifications Committee, which meets every other (even) month.

Qualifications

The qualifications for Registration as a Structural Engineer are found in OAR 820-010-4000.

The first requirement to obtain registration as a SE is "evidence satisfactory to the Board of active Oregon registration as a Professional Engineer (PE), in good standing." This means that an applicant must either be an actively registered PE in Oregon or apply and meet the requirements for registration as a PE in Oregon. The qualifications for Registration as a Professional Engineer can be found in OAR 820-010-1000, OAR 820-010-1010, and OAR 820-010-1020.

An applicant may apply for registration as a PE and a SE at the same time by submitting a full application package for each discipline. This means that each application package must include the five (5) corresponding Reference Details form.

Note, OAR 820-010-4000(4)(e) requires "active practice in structural engineering, including the design, analysis, evaluation, peer review, or quality control of either the primary structural frame and its elements or parts or the lateral force resisting system and its elements or parts for at least two significant structures." The definition of structural engineering is found in OAR 820-040-0020.

Significant structures are defined in ORS 672.107, shown below:

- (a) *“Significant structure” means:*
- (A) Hazardous facilities and special occupancy structures, as defined in ORS 455.447 (Regulation of certain structures vulnerable to earthquakes and tsunamis);
 - (B) Essential facilities, as defined in ORS 455.447 (Regulation of certain structures vulnerable to earthquakes and tsunamis), that have a ground area of more than 4,000 square feet or are more than 20 feet in height;
 - (C) Structures that the Director of the Department of Consumer and Business Services determines to have irregular features; and
 - (D) Buildings that are customarily occupied by human beings and are more than four stories or 45 feet above average ground level.
- (b) *“Significant structure” does not mean:*
- (A) One-family and two-family dwellings and accompanying accessory structures;
 - (B) Agricultural buildings or equine facilities, both as defined in ORS 455.315 (Exemption of agricultural buildings, agricultural grading and equine facilities); or
 - (C) Buildings located on lands exempt from Department of Consumer and Business Services enforcement of building code regulations.
- (2) Consistent with ORS 672.255 (Rulemaking authority), the State Board of Examiners for Engineering and Land Surveying shall adopt rules establishing standards of competence in structural engineering analysis and design relating to seismic influence.
- (3) An engineer may not provide engineering services for significant structures unless the engineer possesses a valid professional structural engineer certificate of registration issued by the board. [Formerly 672.129]

Additional definitions are found in ORS 455.447. See Appendix A: Significant Structures in Oregon and Appendix B: SE Experience on Significant Structures Example Worksheet for guidance.

Applicable Fees

NCEES records are not accepted in lieu of the application forms. Even if you have your NCEES record transmitted to the Oregon Board, you must complete this application in its entirety.

How Applications are Processed

Applications will be processed according to the date received by the OSBEELS office. Complete and qualifying applications will be presented to the Board for final approval. Correspondence from the Board office will be sent by mail.

General Instructions

- | | |
|--------|---|
| Step 1 | Complete the Application form. |
| Step 2 | Gather completed forms and documents and put together in a single package for mailing |
| Step 3 | Send application package, including payment, to the Oregon State Board of Examiners for Engineering & Land Surveying (OSBEELS): |
| | OSBEELS
670 Hawthorne Ave., SE
Suite 220
Salem OR 97301 |

If additional information is needed to complete your application, you will be contacted by the Board office.



Oregon

BOARD OF EXAMINERS
FOR ENGINEERING &
LAND SURVEYING

OFFICIAL USE ONLY

DATE RECEIVED

OFFICIAL USE ONLY

DATE PAID

OFFICIAL USE ONLY

ID NUMBER

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Application for Registration

Form A: Applicant Information

First Name

Middle Name or Initial

Last Name

Name as you want it to appear on your wall certificate and used on your seal. See OAR 820-025-0005.

☐ Social Security Number *

Birth Date (M/D/Y)

Registrant ID#

Address to mail correspondence to

☐ Home ☐ Business ☐ Public

*** If you have a Social Security Number, Oregon law requires that it be used. If you don't have a Social Security Number, use Form J.**

Home Address (include unit number)

Home Phone

City

State / Province

Zip / Postal Code

Home Email

Business Name

Business Phone

Business Address (include suite number)

Business Fax

City

State / Province

Zip / Postal Code

Business Email

Address and Email for Public Disclosure - ORS Chapter 192

☐ Same as Home Address

City

State / Province

Zip / Postal Code

Email



Form B: Registration and Payment

\$35 - Structural Engineer Registration

☐ Receipt request

Payment Method

☐ Check or Money Order (payable to OSBEELS)

Amount Enclosed:

☐ Debit or Credit Card (Visa, Mastercard, Discover, or AmEx)

Total Charged:

Card Number

Exp. Date

Security Code *

Billing Zip / Postal Code

Signature (serves as payment authorization)

Signature Date (M/D/Y)

*** Debit or Credit Card Security Codes**

If submitting a payment to OSBEELS for fees by debit or credit card, provide the security code. These codes are a security feature that appears on the back of most Visa, MasterCard, and Discover cards, and on the front of American Express cards. This code is a three or four-digit number which provides a cryptographic check on the information embossed on the card.

American Express Card Users: Look for the 4-digit code printed on the front of the card just above and to the right of the main card number. This 4-digit code is the card security code. Visa, MasterCard, and Discover Card Users: Flip the card over and look at the signature box. A special 3-digit code will be located in the signature box. This 3-digit code is the card security code.

Form C: General Questions

Answer the following questions. See OAR 820-020-0045

Do you currently hold active registration as a PE in Oregon?

☐ Yes

☐ No *

Do you currently hold active PE or SE registration in another jurisdiction?

☐ Yes

☐ No

If so, please list all the jurisdictions:

If the answer is "Yes" to any of the below stated questions, please submit a written explanation and a copy of any and all board order including but not limited to final order, letters of reprimand, stipulations, settlement agreements, or criminal conviction and sentencing records, as applicable.

Have you ever had any criminal convictions?

☐ Yes

☐ No

Have you ever had a professional engineering, land surveying, or photogrammetric mapping registration denied, revoked, suspended, surrendered, stipulated, on probation, or been subject to any restriction or disciplinary action in any jurisdiction?

☐ Yes

☐ No

All information provided with your response will be considered public information unless required to be kept confidential by state or federal law.

* No, but I have submitted the application for registration as a PE in Oregon.
(Note: This is the first requirement for obtaining SE registration)



Form D: Exam Verification Summary

NCEES Structural 16-hour Exam

Exam Name	Module		Jurisdiction	Exam Date (M/Y)
	Buildings	Bridges		
NCEES Structural 16-hour (Vertical Forces)				
NCEES Structural 16-hour (Lateral Forces)				

Indicate whether you passed the Bridges or Buildings module.

Note: The Oregon Board only accepts the Buildings Module as qualifying for SE registration.

Other Structural Engineering Examinations

Exam Name	Jurisdiction	Exam Date (M/Y)
NCEES Structural I (General)		
NCEES Structural II (In-Depth)		
Washington Structural III		
California Structural III *		
Western States Exam **		

* This exam was also known as the following:

- The California Structural Engineering Seismic Examination (CSES) (2004-2011)
- The California Structural Examination 2 (CSE2)
- The California Structural Engineering Exam

** This exam was also known as the following:

- 8-hr Western Region General and 8-hr Western Region In-Depth. (1952-2003)
- California 16-hr SE Exam

For examinations passed before October 2010, if the Applicant did not pass the examination in Oregon, official verification must be provided by the NCEES licensing jurisdiction. For examinations passed in October 2010 or later, the Board will verify passage with NCEES.

Copies of your certificate, approval letter, or verifications are not sufficient to meet the requirements of this rule.

See OAR 820-010-4000 for detailed information.



Form E: Reference Summary

Summarize your references; provide a minimum of five names, and at least three must be registered structural engineers. Include additional sheets, if needed.

Reference #1 Name	Daytime Telephone	License Type
Email Address	License number	Jurisdiction of Registration
Reference #2 Name	Daytime Telephone	License Type
Email Address	License number	Jurisdiction of Registration
Reference #3 Name	Daytime Telephone	License Type
Email Address	License number	Jurisdiction of Registration
Reference #4 Name	Daytime Telephone	License Type
Email Address	License number	Jurisdiction of Registration
Reference #5 Name	Daytime Telephone	License Type
Email Address	License number	Jurisdiction of Registration

To go along with *Form E: Reference Summary* you must also complete and have each reference listed above complete a copy of *Form S-1: Reference Details*:

☐ **Form S-1: Reference Details**

All five references must attest to the Applicant's ability, professional experience, or both. All five references must complete the Reference Details form provided by the Board and submit the completed Reference Details form directly to the Applicant, in a closed and sealed envelope, signed across the sealed flap by the reference, as required by OAR 820-010-4000(4)(e)(A).

See OAR 820-010-4000 for detailed information.



Form F: Experience Summary

List your experience in order by date, beginning with your most recent or current position. Include additional sheets, if needed.

		Performing structural engineering work on significant structures, as defined in OAR 820-040-0020, ORS 672.107, and ORS 455.447	
Employer / Company Name	Start Date (M/Y)	# Years	# Months
Position Held	End Date (M/Y)		
Employer / Company Name	Start Date (M/Y)	# Years	# Months
Position Held	End Date (M/Y)		
Employer / Company Name	Start Date (M/Y)	# Years	# Months
Position Held	End Date (M/Y)		
Employer / Company Name	Start Date (M/Y)	# Years	# Months
Position Held	End Date (M/Y)		
Employer / Company Name	Start Date (M/Y)	# Years	# Months
Position Held	End Date (M/Y)		
		# Years	# Months
Grand Total of All Experience Listed			

To go along with Form F: Experience Summary you must also complete:

- ☐ Form S-2: Experience Details
- ☐ Form S-3: Structural Engineering Experience on Significant Structures Worksheet



Form G: Social Security Guidelines

As part of your application for an initial or renewed occupational, professional or recreational license, certification, or registration issued by OSBEELS, you are required to provide your Social Security number. This is mandatory. The authority for this requirement is ORS 25.785, ORS 305.385, 42 USC § 666 (a) (13). Failure to provide your Social Security number, if you have one, will be a basis to refuse to issue or renew the license, certification, or registration you seek. Additionally, as a state agency, OSBEELS may use your Social Security number for the purpose of debt collection, pursuant to ORS 293.226(4). This record of your Social Security number will be used for child support enforcement, tax administration purposes (including identification), and collection actions only, unless you authorize other uses of the number. Although a number other than your Social Security number appears on the face of the licenses, certificates, or registrations issued by OSBEELS, your Social Security number will remain on file with OSBEELS.

If, the U.S. Social Security Administration has not issued you a Social Security number, these guidelines must be followed:

1. Complete and sign an Attestation and Request for Exemption from Social Security Number Requirement Form J;
2. You are attesting to the fact that no Social Security number has been issued to you by the U.S. Social Security Administration;
3. You are acknowledging that knowingly supplying false information under this section is a Class A misdemeanor, punishable by imprisonment of up to one year and a fine of up to \$6,250.

By providing the following signature, you are agreeing to comply with the guidelines listed above.

Signature

Signature Date (M/D/Y)

Form H: Lawful Experience Attestation

I hereby certify under penalty of perjury that the information provided on this application is true and correct, and that the accompanying documents, if included, are genuine. I am the Applicant named in this application, I have read the contents thereof and, to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.

Signature

Signature Date (M/D/Y)

Form I: Applicant Signature

I hereby certify under penalty of perjury that the information provided on this application is true and correct, and that the accompanying documents, if included, are genuine. I am the Applicant named in this application, I have read the contents thereof and, to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.

Signature

Signature Date (M/D/Y)

Form J: Attestation and Request for Exemption from Social Security Number Requirement

I, _____ attest and certify that I have not been assigned a U.S. Social Security number, and agree that if a U.S. Social Security Number is assigned to me, I will report it to the Oregon State Board of Examiners within 30 days. I understand that, under Oregon law, providing false information is grounds for denial, suspension, or revocation of registration issued by the Oregon State Board of Examiners for Engineering and Land Surveying.

Signature

Signature Date (M/D/Y)



SE Structural Engineers

S-1: Reference Details

S-1: Reference Details for Reference # _____

Note: References need to have knowledge of your structural engineering work. Provide a minimum of five references; at least three must be registered Structural Engineers.

To go along with Section E: Reference Summary, the applicant must fill out the Applicant Information section below before delivering it to the reference for completion. Make sure the number used for their summary information in Section E of the Application form or on form F-ADD matches the number you write in the space above. When the reference returns this form to the applicant put the original, unopened, and signed envelope in the package for mailing.

Applicant Information			
Applicant Name	Home Phone	Business Phone	Email
Address where reference should mail completed form (included any unit number)			
City	State / Province	Zip / Postal Code	Country
Type of Employment <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Start Date (M/Y)	End Date (M/Y)	Phone
Name of Employer / Company Referenced	Address		
Applicant's Position		Reference's Position	
Applicant's duties and responsibilities			

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S-1: Reference Details - Instructions for Reference

Your name appears as a reference that can attest to the Applicant's ability and professional experience, or both (as indicated in "Applicants duties and responsibilities" on page 1 of 5 of this form). In addition to the written record completed by the Applicant, the Board needs the testimony of those who can, from personal knowledge, attest to the competency of the Applicant in the field of practice for which the Applicant has applied. Thus, the Board respectfully requests your assistance in fulfilling its responsibility to the extent of asking you to answer all the questions on this form.

You must complete the following sections and return this entire form to the Applicant in a closed and sealed envelope. You must sign your name across the sealed flap on the return envelope. See OAR 820-010-4000(4)(e)(A).

Reference Information

Reference Name		Home Phone	
Structural Engineering License Number		Jurisdiction of current registration	Issue Date
			Expiration Date
Name of Current Employer / Company		Position at Employer / Company	
		Employer / Company Phone	
Employer/Company Address		Current Email	
		Employer/Company Fax	
City	State / Province	Zip / Postal Code	Country

Describe the type of business of the employer/company referenced and the nature of your professional relationship with the applicant.



Reference Information

Is the information stated by the Applicant (on page 1 of this form) correct as stated?

☐ Yes ☐ No

☐ I do not have adequate knowledge to reply

If NO, explain: (In particular, note the stated time periods, duties, responsibilities, and relationship of the Applicant to you.)

Indicate when you had knowledge of the Applicant's structural engineering work.

Start Date (M/Y)

End Date (M/Y)

Comments:

Did the applicant perform Structural Engineering work on significant structures, as defined in ORS 672.107 and 455.447?

☐ Yes ☐ No

☐ I do not have adequate knowledge to reply

Describe:

From your personal knowledge indicate your appraisal of the Applicant's potential to practice structural engineering by placing an "X" in the appropriate boxes below. If "unsatisfactory" box is checked, explain in the comments box.

	Satisfactory	Unsatisfactory	Unknown
Technical Competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



Would you employ the Applicant in a position of trust?

☐ Yes ☐ No

If NO, explain:

**Review the ORS 672.045, the ORS 672.200, and the rules of Professional Conduct in Division 20 of OAR Chapter 820.
Do you have reason to believe that the Applicant has violated any of these standards?**

☐ Yes ☐ No

If YES, explain:

Do you have any reservations concerning this Applicant?

☐ Yes ☐ No

If YES, explain:

Do you recommend that we check further?

☐ Yes ☐ No

If YES, explain:



Application for SE Registration

S-1: Reference Details / Page 5 of 5

Additional Remarks

The Board requests that you comment on information regarding the Applicant's structural engineering work and abilities, particularly on significant structures.

Note: You are responsible for the information you provide as a professional.

Signature

Professional Seal (if applicable)

Signature Date (M/D/Y)



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S-2: Experience Details for Company _____

Complete one copy for each Employer/Company listed in Section F of the Application Form.

Applicant Name

Describe character of work including specific structural engineering duties and the extent of your role(s) and responsibilities on projects you feel are representative of your work. You may use more than one sheet, if necessary.



S-3: SE Experience on Significant Structures Worksheet

Fill out the worksheet below to describe your Structural Engineering Experience on Significant Structures. You must provide at least two examples of significant structures from your previous work experience in order to qualify. However, the Board strongly encourages you to submit additional structures, if you have them, to prevent the denial or delay of your application. Use additional pages as needed. Use Appendix A and Appendix B for reference. Be sure to include the category, and subcategory if applicable, that best describes the structure.

	Project # _____	Project # _____
Project Name / Location		
Date(s)		
SE in Responsible Charge		
Structure Use		
Detailed Responsibilities		
Structure Height / Stories		
Ground Area		
Human Capacity		
Significant Structure Category / Other Notes		



Appendix A: Significant Structures in Oregon

Below are the three (3) categories of Significant Structures that apply. See Oregon Revised Statutes (ORS) 672.107 and 455.447. Relevant definitions of “height” and “ground area” can be found at the bottom of the applicable category.

1. Hazardous Facilities & Special Occupancy Structures	2. Essential Facilities	3. Height and Human Occupancy
Engineering of the primary structural frame or load resisting system and its elements or parts for:		
<p>A. Structures housing, supporting or containing sufficient quantities of toxic or explosive substances to be of danger to the safety of the public if released.</p> <p>B. Medical facilities with 50 or more resident, incapacitated patients.</p> <p>C. Buildings with a capacity greater than 250 individuals for every public, private or parochial school through secondary level or child care centers.</p> <p>D. Buildings for colleges or adult education schools with a capacity greater than 500 persons.</p> <p>E. Covered structures whose primary occupancy is public assembly with a capacity greater than 300 persons.</p> <p>F. Jails and detention facilities.</p> <p>G. All structures and occupancies with a capacity greater than 5,000 persons.</p>	<p>A. Hospitals.</p> <p>B. Other medical facilities having surgery and emergency treatment areas.</p> <p>C. Fire and police stations.</p> <p>D. Tanks or other structures containing, housing or supporting water or fire-suppression material; or equipment required for the protection of essential or hazardous facilities or special occupancy structures.</p> <p>E. Emergency vehicle shelters and garages.</p> <p>F. Structures and equipment in emergency-preparedness centers.</p> <p>G. Standby power generating equipment for essential facilities.</p> <p>H. Structures and equipment in government communication centers and other facilities required for emergency response.</p> <p>AND either:</p> <p>Have a ground area of more than 4,000 ft²</p> <p>OR</p> <p>Are more than 20 feet in height</p>	<p>Buildings customarily occupied by humans</p> <p>AND are either:</p> <p>More than 4 stories above average ground level</p> <p>OR</p> <p>More than 45 feet above average ground level</p>
	<p>“Ground Area” is defined as any projected or suspended occupied areas above the ground level in combination with areas in contact with the ground. Measurements in determining the ground area shall be taken from outside wall to outside wall and include the sum of the areas of all additions and the area of the original structure. The ground area of a building, or portion thereof, not provided with surrounding exterior walls is the usable area under the horizontal projection of the roof or floor above.</p> <p>“Height” is measured from the top surface of the lowest flooring to the highest interior overhead finish of the structure in determining whether a building exceeds the 20-foot height limitation. A basement floor is considered the lowest flooring when useable (i.e., storage, garage, etc.).</p>	<p>For the purposes of determining whether a structure is more than 45 feet above average ground level, the height of a structure is defined as the vertical dimension from the average ground level to the average roof height for sloped roofs or parapet height for flat roofs. In multi-level structures, utilize the upper roof only to determine the dimension.</p>
<p>HOWEVER, Significant Structure does not mean:</p> <ul style="list-style-type: none"> • Agricultural buildings or equine facility (as defined by ORS 455.315) • 1 or 2 family dwellings • Bridges, docks, and piers 		



Appendix B: Significant Structures Example Worksheet

Fill out the worksheet below to describe your Structural Engineering Experience on Significant Structures. You must provide at least two examples of significant structures from your previous work experience in order to qualify. However, the Board strongly encourages you to submit additional structures, if you have them, to prevent the denial or delay of your application. Use additional pages as needed. Use Appendix A and Appendix B for reference. Be sure to include the category, and subcategory if applicable, that best describes the structure.

Project #1		Project #2
Project Name / Location	Borning Building Spokane WA	Springfield Water Treatment Plant Springfield OR
Date(s)	3/2014 - 6/2016	11/2012 - 11/2013
SE in Responsible Charge	Bethany Longfellow, PE, SE, 05555PE	Morgan Gallows, PE, SE, 910000PE
Structure Use	Office Building	water treatment
Detailed Responsibilities	Designed gravity alterations and lateral system for each building, added wood shear walls and concrete shear walls	structural design engineer for 35 million gal. water tank
Structure Height / Stories	45 ft / 5 story	25 ft
Ground Area	64,000 sq. ft.	20,000 sq. ft.
Human Capacity	245 people	N/A
Significant Structure Category / Other Notes	Gravity system revisions included adding a new bay of wood frame building and adding stair openings for existing in flat slab building. qualifies by Height/Human Occupancy See category (3)	qualifies as an Essential Facility See category (2)(D)