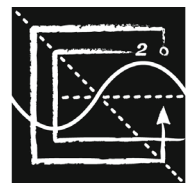


MANUAL OF POLICY AND POSITION STATEMENTS

August 2009



NCEES

MANUAL OF POLICY AND POSITION STATEMENTS

Revised August 2009

INTRODUCTION

This *Manual of Policy and Position Statements* for NCEES contains policies in the following categories of Council operations: Administrative Policies (AP), Examination Development Policies (EDP), Examination Administration Policies (EAP), Financial Policies (FP), and Professional Policies (PP). NCEES positions on various issues are also included.

The Board of Directors establishes all policy not in conflict with the *Bylaws*, subject to ratification by the Council. Committees of the Council, in accordance with the *Bylaws* and their assigned committee charges, may advise the Board of Directors through their annual reports regarding the creation, rescission, or amendment of policy in their respective areas of responsibility.

With the adoption of this *Manual of Policy and Position Statements* by the Council, all previous policies not contained herein, either written or implied, are void.

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ADMINISTRATIVE POLICIES

AP 1 Creation of Council Policy

It is the right of every Member Board of NCEES to bring matters of policy before the Council for consideration. Normally, items for consideration will be submitted to the proper committee for deliberation. The committee will send its recommendations to the Board of Directors for action prior to ratification by the Council.

AP 2 Liability Insurance

NCEES shall secure and maintain liability insurance coverage in an amount determined by the Board of Directors to defend, indemnify, and hold harmless the Council and its officers and employees against all claims or civil torts arising from state and federal laws or the fact that they are officers or employees of NCEES.

AP 3 Council Identification

All NCEES examinations and other publications shall carry the title “National Council of Examiners for Engineering and Surveying.”

AP 4 Past Examinations

Past examination booklets will not be made available except through NCEES. Problems from past examinations may be sold to the general public through NCEES.

AP 5 Copyright of NCEES Publications

All publications of NCEES are protected by copyright. Written permission to reproduce any publication, wholly or in part, must be obtained from NCEES.

AP 6 Views, Opinions, Interpretations, and Positions

The official position of the Council regarding any matter must be approved by the Council and authorized by the Board of Directors.

AP 7 Committee Communications, Reports, and Recommendations

A. The purpose of committee reports and communications is to respond to the charges as assigned by the Council President. Accordingly, it is incumbent upon committees and their respective chairs to provide the information to the Board of Directors, via the President, prior to publication and/or pronouncements that may be interpreted as Council policy or position.

B. Those committees whose constitutional functions and charges require or authorize them to perform liaison or interface with external organizations will seek guidance or approval from the Board of Directors prior to enunciating Council policy/positions or requesting action by the external organization on behalf of NCEES.

AP 8 Motions

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 nor 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.

AP 9 Consent Agenda

The Board of Directors shall prepare a Consent Agenda for each Annual Business Meeting. Individual motions may be removed from the Consent Agenda upon request by any Member Board.

AP 10 NCEES/Professional Society Interface

The relationship with societies representing members of the engineering and surveying professions shall be consistent with the purpose and goals of the various licensure laws enacted to protect the life, health, safety, and welfare of the public. The members of the Board of Directors are the primary spokespersons for NCEES policy and shall represent NCEES at such society meetings as it may decide are in the best interests of the Council. The President shall decide who will represent NCEES at such meetings or forums, as well as the manner and extent of NCEES representation.

AP 11 Sponsored Activities for Annual Business Meeting

The host Member Board may make arrangements for sponsored activities and souvenirs for the Annual Business Meeting. However, NCEES will not acknowledge sponsorship in programs and other meeting literature.

AP 12 Awards

Nominations for the Distinguished Service Award, the Distinguished Service Award with Special Commendation, and the Meritorious Service Award shall be submitted by an NCEES Member Board. NCEES will officially recognize members, associate members, and emeritus members who provide or have provided outstanding service to NCEES. The members of the Committee on Awards and the Board of Directors shall not be

nominated for these awards while serving on the Committee on Awards or on the Board of Directors. In evaluating nominations, the following guidelines are to be observed:

Distinguished Service Award

- Must be a current member, a former member, or an emeritus member
- Must promote engineering or surveying licensure at the state or national level
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- May include participation in professional or technical societies as a consideration
- Must demonstrate active participation in Member Board activities
- Must include distinguished service on at least one NCEES committee

Distinguished Service Award with Special Commendation

- Must have received the Distinguished Service Award at least six years prior to receiving the Distinguished Service Award with Special Commendation. Any exception based on extraordinary circumstances must be approved by the NCEES Board of Directors with recommendation by the Committee on Awards.
- Must be a current member, a former member, or an emeritus member
- Must promote engineering or surveying licensure at the national level
- Must demonstrate positive contributions to the advancement of the engineering or surveying

profession and the mission and vision of NCEES

- May include participation in professional or technical societies as a consideration
- Must demonstrate active participation in Member Board activities
- Must include leadership or exemplary service on at least one NCEES committee

Meritorious Service Award

- Must be a current or former associate member
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission, vision, and goals of his or her board and NCEES
- Must participate in Member Board activities
- Must participate in the promotion of licensure
- Must include distinguished service on at least one NCEES committee

AP 13 Consultants and Corresponding Members

NCEES will use the services of consultants and/or corresponding members in the activities of NCEES committees when required. Persons in this category shall be individuals of special expertise or knowledge appointed by the President to serve on any special or standing committee and are included in the total complement of the committee. They may or may not be a member of a Member Board. They may participate in the deliberations of the committee but may not make, second, or vote on motions.

Attendance of consultants and/or corresponding members at committee meetings shall be specifically requested by the committee chair and approved by the President. They will not receive any compensation other than expenses in accordance with the current travel policy.

AP 14 Non-NCEES Publications

NCEES will refrain from endorsing publications relating to engineering and surveying examinations or purporting to be review texts for NCEES examinations, other than those published by NCEES. Further, NCEES shall refrain from reviewing and/or advising would-be authors of proposed publications relating to NCEES uniform examinations.

AP 15 Awards by National Organizations Other than NCEES

NCEES will refrain from submitting nominations for awards given by other national organizations. This policy shall not be construed, however, to prohibit the Member Boards from making such nominations as they deem appropriate.

AP 16 Representative Directors to ABET, Inc.

- A. NCEES is a Participating Body of ABET, Inc. Pursuant to the ABET Constitution, the Council is authorized to appoint one Representative Director to ABET's Board of Directors not to exceed a three-year term of office. A Representative Director may not serve more than two consecutive terms of office.
- B. The President shall, subject to approval by the Board of Directors, appoint NCEES' primary and alternate Representative Directors to ABET. The appointments shall be for

a period of three years, except the appointments may be vacated by a majority vote of the NCEES Board of Directors.

- C. The President shall, subject to the approval by the Board of Directors, appoint representatives to the ABET Commissions. Their appointments shall be for a maximum of five one-year terms. The appointments may be vacated by a majority vote of the NCEES Board of Directors.

AP 17 Council Support to Nominees for National Office

Support for nominees to national NCEES offices is limited to providing mailing addresses of the NCEES members.

AP 18 Removal or Sanction of a Member of the Board of Directors

A. Charges

1. Any member of the Council may report an alleged violation of the ethics policy by a member of the NCEES Board of Directors as set forth in Section 4.08 of the *Bylaws*. The allegation(s) must be in writing, be notarized, and contain adequate detail or information to support the allegation(s). The allegation(s) shall be forwarded by registered letter to the President of NCEES with a copy to the Executive Director. If the President is the respondent in this matter, the registered letter will be forwarded to the President-Elect with a copy to the Executive Director.
2. Upon receipt of a notarized letter of charges, the Executive Director will provide a copy of the letter and the supporting information to each member of the Board of

Directors, including the Board member against whom the allegation(s) has been preferred, the Board's legal counsel, and the chair of the Advisory Committee on Council Activities (ACCA). Any member of the Board who files charges against another Board member shall automatically be recused from any further participation in the matter.

B. Investigation

1. The charges and any supporting documents will be referred to an Investigations Panel that consists of the chair of ACCA; the Executive Director of the Council; a member of a Member Board or Member Board Administrator selected by the Board; and Board Counsel. The Investigations Panel is empowered to investigate the allegations and to provide the results of the investigation and recommendations to the Board for appropriate action. In conducting an investigation, the Investigations Panel may request additional information from the complaining party to substantiate the charges; a written response to the charges from the accused Board member and supporting documents; and information from individuals who have information pertaining to the alleged wrongful act(s).
2. Upon completion of the investigation, the Investigations Panel will consider all information and then provide a written report to the Board with the findings of the investigation and a

recommendation on disposition of the allegation(s). The results of the investigation are confidential until the Board acts on the recommendations of the Investigations Panel.

C. Recommendations of Board

1. Upon receipt of the findings and recommendations of the Investigations Panel, the Board shall convene to consider the information and to vote on the recommended action. After considering the results of the investigation and the recommendations of the Investigations Panel, the Board will refer the findings and recommendations for sanction or removal of the charged Board member to ACCA for a hearing of the charges unless it is determined that the charges are deemed to be unfounded or trivial. If the Board deems the charges to be unfounded or trivial, the charges will be dismissed and notification of this action will be submitted in writing to the charged Board member with copies to the complaining party and the chair of the ACCA Committee. If the Board recommends that sanctions be levied or the Board member be removed, the findings and the recommendations of the Board will be referred to ACCA so that a Grievance Committee may be convened to conduct a hearing.

2. The charged Board member will be suspended from official duties until resolution of the charges unless a majority of the Board members vote to the contrary.

D. Hearing

1. Upon receipt of the findings of the Board and recommended action for sanctions or removal of the charged member, the chair of ACCA will convene a Grievance Committee in accordance with the provisions of Section 4.07 of the *Bylaws* to conduct a hearing of the allegations. The charged member will be notified of the specifics of the charges by the fastest means available, followed by a registered letter which includes the hearing date, time, and place. Notice of the hearing before the Grievance Committee shall be given to the charged member at least 30 days prior to the hearing and shall be deemed given upon deposit in the U.S. mail. The Board Counsel shall prosecute the matter before the Grievance Committee. The presiding officer shall be selected by a simple majority vote of the members of the Grievance Committee, and all procedural matters will be handled in a like manner. The charged Board member shall be entitled to present evidence on his or her behalf and to be represented by Counsel. Failure to present evidence in defense shall not be construed as an admission to the charge(s).

2. The Grievance Committee shall receive testimony and other evidence presented during the course of the hearing in its consideration of this matter. At the conclusion of the hearing, the Grievance Committee will retire in executive session to deliberate the matter. In its deliberations, the Grievance Committee will consider all information presented during the course of the hearing along with the findings of the Board and the Board's recommended action.

E. Recommendations of Grievance Committee

1. If the Grievance Committee, by majority vote, affirms the recommended action of the Board, this information will be provided to the Board in the form of written findings of the Grievance Committee, and the Board will then implement the removal or sanction of the Board member.

2. If the Grievance Committee, by majority vote, does not concur with the recommended action of the Board, that information will be transmitted to the Board along with recommendations for alternative discipline against the Board member. Upon notification that the Grievance Committee has not affirmed the recommendations, the Board may adopt the alternative discipline as recommended by the Grievance Committee or may recommend that charges be dismissed. The Board decision to adopt the recommended action of the Grievance Committee or to dismiss the charges shall be final.

EXAMINATION POLICIES

Examination Development Policies (EDP)

- EDP 1 Examination Titles
- EDP 2 Examination Quality Standards
- EDP 3 Engineering and Surveying Examinations
- EDP 4 Availability
- EDP 5 Entry of New Discipline or Depth Module to PE Examination Status
- EDP 6 Adoption of a New Discipline-Specific FE Examination Module
- EDP 7 Dividing an Existing Examination into Multiple Examinations
- EDP 8 Deleting/Combining/Renaming a Discipline or Module from the Examination Program
- EDP 9 Changes in Procedures or Format
- EDP 10 Adoption of a New Depth Module for the PS Examination
- EDP 11 Item Writers, Pass-Point Evaluators, Reviewers, Scorers, and Proctors
- EDP 12 Payment for Examination Items
- EDP 13 Security of Examination Material
- EDP 14 Foreign Language
- EDP 15 Reporting of Scores
- EDP 16 EPE Committee Member Terms
- EDP 17 Examination Audits

Examination Administration Policies (EAP)

- EAP 1 Administration of Examinations
- EAP 2 Examination Schedules
- EAP 3 Release and Return of Examinations and Seating Charts
- EAP 4 Materials Permitted in Examination Room
- EAP 5 NCEES Examinations Offered by a Member Board Within Its Jurisdiction
- EAP 6 Access to and Review of Examinations
- EAP 7 Requests for Special Examination Accommodations
- EAP 8 Release of Examination Results
- EAP 9 Providing Examination Scores for Licensing by Comity
- EAP 10 NCEES Examinations Offered to a Foreign Entity
- EAP 11 Security and Administrative Procedures
- EAP 12 Exam Administration Audits

EXAMINATION POLICIES

Examination Development Policies (EDP)

EDP 1 Examination Titles

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 examination” or “FE”
- B. “Principles and Practice of Engineering examination” or “PE”
 - 1. The PE examinations are designated Group I or Group II as recommended by the Committee on Examinations for Professional Engineers (EPE) and approved by the Board of Directors.
 - a. Group I examinations are prepared solely by NCEES.
 - b. Group II examinations are prepared jointly by NCEES and a society that agrees to sponsor the examination in its discipline.
- C. “Fundamentals of Surveying examination” or “FS”
- D. “Principles and Practice of Surveying examination” or “PS”

EDP 2 Examination Quality 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.

EDP 3 Engineering and Surveying Examinations

- A. The Fundamentals of Engineering is an 8-hour examination and shall be considered a closed-book examination as defined in EAP 4.
- B. The Principles and Practice of Engineering are 8-hour examinations (unless otherwise noted), shall be offered only in the following disciplines, and shall be considered an open-book examination as defined in EAP 4:
 - 1. GROUP I
 - a. Chemical
 - b. Civil
 - c. Electrical and Computer—Computer
 - d. Electrical and Computer—Electrical and Electronics
 - e. Electrical and Computer—Power
 - f. Environmental
 - g. Mechanical
 - h. Structural I (Effective until January 1, 2011)
 - i. Structural II (Effective until January 1, 2011)
 - j. 16-hour Structural exam (Effective January 1, 2011)
 - 2. GROUP II
 - a. Agricultural
 - b. Architectural
 - c. Control Systems
 - d. Fire Protection
 - e. Industrial
 - f. Metallurgical/Materials

- g. Mining/Mineral Processing
- h. Nuclear
- i. Petroleum
- j. Naval Architecture/Marine

A combined examination which allows an examinee to select problems in more than one discipline shall not be permitted.

- C. The surveying examinations shall be available as follows:
 1. The Fundamentals of Surveying is an 8-hour examination and shall be considered a closed-book examination as defined in EAP 4.
 2. The Principles and Practice of Surveying is a 6-hour examination and shall be considered an open-book examination as defined in EAP 4. This examination may be offered in two modules, a breadth module and a depth module. The breadth module shall examine knowledges common to professional surveying practice, regardless of practice area. A depth module shall be used to examine knowledges within a particular area of surveying practice.
 3. Member Boards shall reserve the right to administer certain state-specific modules as part of the Principles and Practice of Surveying examination. State-specific examinations shall be scored and reported separately and apart from those published by NCEES for national examinations.

- D. The examination item banks for all examinations shall be maintained solely 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 item bank should the item bank be compromised, lost, or damaged by the testing service. Each item bank shall, at all times, contain sufficient time-tested and independently keyed items to assemble at least two examinations that are in accordance with respective examination specifications and procedures.

- E. The Executive Director shall have contingency plans available in the event an examination is compromised after shipment but prior to administration of the examination.

- F. All technical societies that sponsor Group II examinations shall sign an agreement with NCEES delineating the responsibilities of both parties in developing the examinations.

- G. Examination study guides shall be developed for each NCEES examination. These study guides shall provide sample questions and solutions on each major topic area sufficient to provide candidates with a sense of the structure, scope, and difficulty of the examination. In no case shall an examination study guide consist of less than 50 percent of the number of questions in an actual examination. Examination study guides shall remain current and be available six months prior to the administration of an examination.

EDP 4 Availability

- A. The following examinations shall be available for spring examination administration:
 - 1. Fundamentals of Engineering
 - 2. Group I—Principles and Practice of Engineering
 - 3. Group II—Principles and Practice of Engineering: Naval Architecture/Marine Engineering and Architectural Engineering only
 - 4. Fundamentals of Surveying
 - 5. Principles and Practice of Surveying

- B. The following examinations shall be available for fall examination administration:
 - 1. Fundamentals of Engineering
 - 2. Group I—Principles and Practice of Engineering
 - 3. Group II—All Principles and Practice of Engineering except Naval Architecture/Marine Engineering and Architectural Engineering
 - 4. Fundamentals of Surveying
 - 5. Principles and Practice of Surveying

- C. Depth modules for the Principles and Practice of Surveying examination shall be offered on a regular schedule as adopted by the Board of Directors.

EDP 5 Entry of New Discipline or Depth Module to PE Examination Status

- A. No discipline shall be added to the examination program unless there is an EAC/ABET-accredited program in the discipline.

- B. Requests for examinations and/or depth modules shall be made by no fewer than 10 Member Boards

collectively who can each demonstrate a need for the examination or depth module in their jurisdiction. Requests shall include proof of such need, estimate of usage, and impact on protection of public health, safety, and welfare. Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination or module and that additional knowledge areas and skills required for the discipline are sufficient to support a new examination or module.

- C. No discipline or depth module shall be added to the examination program unless the number of candidates for an ongoing examination conforms to NCEES policies and procedures. If that is demonstrated, a PAKS shall be conducted to establish that the addition in question is composed of a unique set of knowledges important for the protection of public health, safety, and welfare.

- D. Member Boards shall be notified one year in advance of the addition of any discipline or depth module to the examination program.

EDP 6 Adoption of a New Discipline-Specific FE Examination Module

- A. No module shall be added to the examination program unless there is an EAC/ABET-accredited program in the discipline.

- B. Requests for the module must be made by no fewer than 10 Member Boards collectively who can each demonstrate a need for the discipline-specific FE examination module in

their jurisdiction. Requests shall include proof of such need, estimate of usage, and impact on protection of public health, safety, and welfare. Proof of such need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination or module and that evidence those knowledge areas and skills required for the discipline are sufficient to support a new examination or module.

- C. Member Boards shall be notified at least one year in advance of the addition of any discipline-specific module to the Fundamentals of Engineering examination program.

EDP 7 Dividing an Existing Examination into Multiple Examinations

Requests to divide an existing examination into multiple examinations should be made to the EPE/EPS Committee. Requests shall include proof of such need (PAKS), estimate of usage, and impact on protection of public health, safety, and welfare. Requests shall include evidence that knowledge areas and skills required for the discipline are sufficient to support separate examinations. The EPE/EPS Committee will perform due diligence with regard to the request and make a recommendation to the Board of Directors for action. Requests to create an examination for which there are no existing depth modules shall comply with EDP 5.

EDP 8 Deleting/Combining/Renaming a Discipline or Module from the Examination Program

- A. If in two consecutive administrations, there have been fewer than 50 total first-time examinees in a specific PE,

PS, or FS examination or module, or if in a two-year period, there are fewer than 1,000 first-time examinees in a specific FE discipline module, the Committee on Examination Policy and Procedures (EPP) shall review the desirability of continuing the subject examination or module and make one of the following recommendations to the Board of Directors:

1. Continue to prepare the examination or module.
 2. Discontinue the examination or module.
 3. Put the examination or module on probation and recommend specific remedial action that may include combining the examination with another examination or other such action as the EPP Committee deems appropriate. If such remedial action fails to increase total first-time takers to a level that meets the minimum candidate requirements and time period as specified above, the EPP Committee shall recommend appropriate action to the Board of Directors.
- B. If an NCEES committee, technical society, or other group desires to have an examination or module deleted, it should make a request to the Committee on Examinations for Professional Engineers (EPE) or the Committee on Examinations for Professional Surveyors (EPS). The EPE/EPS Committee will review the request and make a recommendation to the Board of Directors.
 - C. Any requests to rename an examination or module or to combine

two or more discipline examinations or modules should also be made to the EPE/EPS Committee. Requests shall include proof of such need, estimate of usage, and impact on protection of public health, safety, and welfare. Proof of such need shall include evidence that knowledge areas and skills are not measured adequately in an existing examination or module and evidence that those knowledge areas and skills required for the discipline are sufficient to support a new, combined, or renamed examination or module. The EPE/EPS Committee will review the request and make a recommendation to the Board of Directors.

- D. If an examination-preparing entity fails to have on file with NCEES at all times an adequate item bank as specified in paragraph D of EDP 3, including solutions and knowledges being assessed, the EPP Committee shall review the desirability of continuing the examination or module and make one of the following recommendations to the Board of Directors:
1. Continue to prepare the examination or module.
 2. Discontinue the examination or module.
 3. Put the examination on probation and recommend specific remedial action that may include contracting for item writing with an outside entity or other such action as the EPP Committee deems appropriate. If such remedial action fails to cause the examination to meet the requirements of paragraph D of

EDP 3 within one year after the examination was put on probation, the EPP Committee shall recommend appropriate action to the Board of Directors.

- E. If an examination-preparing entity fails to provide the Examination Audit Committee with sufficient data to conduct an adequate audit for two consecutive audit cycles, the EPP Committee shall review the desirability of continuing the examination or module and make one of the following recommendations to the Board of Directors:
1. Continue to prepare the examination or module.
 2. Discontinue the examination or module.
 3. Put the examination on probation and recommend specific remedial action that the EPP Committee deems appropriate. If the examination entity fails to provide sufficient data to successfully complete the next scheduled examination audit, the EPP Committee shall recommend appropriate action to the Board of Directors.
- F. If, upon the Executive Director's recommendation and an EPE/EPS evaluation, the Board of Directors determines that an examination does not meet the policies, specifications, and/or guidelines of the Council—to the degree that the examination is considered seriously flawed—the Board may temporarily suspend the offering of an examination in that particular discipline.

EDP 9 Changes in Procedures or Format

Member Boards shall be notified one year in advance of any change in the examination administration procedures or any change in format that requires dissemination to applicants.

EDP 10 Adoption of a New Depth Module for the PS Examination

- A. No depth module shall be added to the Principles and Practice of Surveying examination unless and until no fewer than 10 Member Boards collectively request the module. Requests shall include proof of need, estimates of usage, and impact on protection of the public health, safety, and welfare.
- B. A depth module must address a distinct PS practice area included within statutory coverage of the 10 requesting jurisdictions.
- C. Member Boards shall be notified one year in advance of the addition of any depth module to the Principles and Practice of Surveying examination.

EDP 11 Item Writers, Pass-Point Evaluators, Reviewers, Scorers, and Proctors

- A. Each person involved as an item writer, pass-point evaluator, reviewer, or scorer for the NCEES PE or PS examinations must be professionally licensed, qualified in the appropriate discipline, and familiar with requirements for and capabilities of candidates who are minimally qualified to practice in that discipline.
- B. No one who has worked on the current development of an examination undergoing a pass-point

evaluation will be permitted to be on the pass-point evaluation team.

- C. Any person who teaches a refresher course for a specific type of examination must not select, assemble, review items, or proctor that examination.
- D. Any person involved in the development of an NCEES examination who is later required by a jurisdiction to sit for that examination must inform that jurisdiction that he or she worked on the development of that examination.

EDP 12 Payment for Examination Items

It shall be the policy of NCEES to compensate the item writers and reviewers of materials for examinations. Further, NCEES may fund non-board members to attend workshops for the purpose of writing and reviewing examination materials. The EPP Committee shall recommend to the Board of Directors a fee schedule for these purposes.

EDP 13 Security of Examination Material

No items or item banks developed for NCEES examinations shall be used for any purpose outside of the NCEES examination program.

All Member Boards shall observe approved NCEES requirements.

EDP 14 Foreign Language

NCEES shall prepare examinations only in the English language.

EDP 15 Reporting of Scores

- A. Fundamentals of Engineering
The Fundamentals of Engineering examination shall be considered and referred to as one 8-hour examination with no distinction between AM and PM portions. Only one score, the total of the AM and PM portions, shall be reported to Member Boards.
- B. Principles and Practice of Engineering
The Principles and Practice of Engineering examination shall be considered and referred to as one 8-hour examination (except as noted in paragraph F) with no distinction between AM and PM portions. Only one score, the total of the AM and PM portions, shall be reported to Member Boards.
- C. Fundamentals of Surveying
The Fundamentals of Surveying examination shall be considered and referred to as one 8-hour examination with no distinction between AM and PM portions. Only one score, the total of the AM and PM portions, shall be reported to Member Boards.
- D. Principles and Practice of Surveying
The Principles and Practice of Surveying examination shall be considered and referred to as one 6-hour examination with no distinction between AM and PM portions. Only one score, the total of the AM and PM portions, shall be reported to Member Boards.
- E. Structural II (PE) Examination
(Effective until January 1, 2011)
The Structural II examination shall be considered and referred to as one 8-hour examination with no distinction

between AM and PM portions unless otherwise required by the current statutes of a jurisdiction.

No jurisdiction shall administer the AM and PM portions separately.

- F. 16-Hour Structural PE Examination
(Effective January 1, 2011)
The Structural PE examination shall be considered and referred to as one 16-hour examination.

The Structural PE examination shall consist of two 8-hour components: the Vertical Forces (gravity/other) and Incidental Lateral component and the Lateral Forces (wind/earthquake) component. A candidate must receive acceptable results on both 8-hour components to pass the Structural PE examination. A candidate may sit for each component in separate exam administrations.

A **component results notice** will be transmitted to the Member Board for each administration that a candidate takes a component. After a candidate has received an acceptable result on both components, an **examination pass notice** will be transmitted to the Member Board to indicate that the candidate has passed the Structural examination.

- G. Candidate Score Reports
Reporting of examination results for PE examination candidates will be reported only as pass or fail. All failing candidates will be provided with a diagnostic report to indicate performance on those sections attempted.

Reporting of examination results for FE examination candidates will be reported only as pass or fail. All failing candidates will be provided with a diagnostic report to indicate performance on those sections attempted.

Reporting of examination results for surveying examination candidates will be reported only as pass or fail. All failing candidates will be provided with a diagnostic report to indicate performance on those sections attempted.

H. Release of Candidate Scores to Member Boards

The converted scores for each candidate will be furnished to Member Boards upon request. The use of individual candidate scores is for licensure purposes only, that is, to establish minimum competency. Individual candidate names and scores shall not be published, made public, used to make related comparisons, or used for purposes other than licensure. For example, scores above passing shall not be used to rank-order or differentiate among passing candidates.

EDP 16 EPE Committee Member Terms

Members of the EPE Committee should, to the extent practicable, be representatives of the engineering disciplines within the Fundamentals, Group I, and Group II examinations. The typical term of each committee member representing a zone shall be three years, with one member from each zone replaced each year by the President-Elect of NCEES.

EDP 17 Examination Audits

The Examination Audit Committee shall annually audit at least one-third of the examinations developed by NCEES. In a three-year period, normally all examinations shall be audited. The President-Elect shall, in developing charges for the Examination Audit Committee, develop a list of examinations for audit in consultation with the current chair of the Audit Committee and the Director of Examination Services. Circumstances may prevail that would affect which examinations are selected for audit in a given year.

The Examination Audit Committee shall review each exam audited as to its conformance with specified criteria set forth in the Audit Committee procedures.

Examination Administration Policies (EAP)

EAP 1 Administration of Examinations

- A. Guidelines and Procedures. NCEES will publish an examination administrative procedures manual that will provide guidelines and procedures for Member Boards in the use of NCEES engineering and surveying examinations. The guidelines and procedures will cover matters concerning security, use, scoring, and general administration of such examinations for the purposes for which they are designated to ensure fairness and equality to all jurisdictions and examination candidates.
- B. Candidate Agreement. Member Boards or their designated representative will provide the NCEES Candidate Agreement to each

candidate approved to take NCEES examinations.

- C. Candidate Admission. Approval of candidates applying to take NCEES examinations shall be by the individual Member Boards or their designated representative. Candidates must be qualified for admission under the prevailing licensure statutes applicable in the jurisdiction where application is made. Only preauthorized board members, board staff, proctors, designated representatives, and candidates actually taking an examination will be permitted in the examination room. Candidates not allowed admission to the morning session of an examination will not be admitted to the afternoon session.

Once approved to sit for an NCEES examination, candidates will be required to obtain a unique identification number from NCEES. Only candidates with an NCEES-supplied identification number will be allowed admission into the examination site (effective with the fall 2010 exam administration).

- D. Candidates who have passed an examination may not retake that same examination unless required by a Member Board.
- E. The Committee on Examination Audit shall include, as part of its auditing responsibilities, a review of the examination administrative procedures manual for content and effectiveness.

EAP 2 Examination Schedules

A 10-year schedule of examination dates shall be published, and the schedule shall be updated annually by NCEES staff and affirmed by the Board of Directors. The examination dates should avoid conflicts with public and religious holidays.

Member Boards will schedule and administer examinations on the published day for each examination. The Principles and Practice of Engineering and the Principles and Practice of Surveying will be administered on Friday. The Fundamentals of Engineering and the Fundamentals of Surveying will be administered on Saturday. For the 16-hour Structural examination, the Vertical Forces (gravity/other) and Incidental Lateral component will be administered only on Friday, and the Lateral Forces (wind/earthquake) component will be administered only on Saturday.

Any request for deviation from this policy by a Member Board must be submitted to the NCEES office within the prescribed lead-time in order 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.

EAP 3 Release and Return of Examinations and Seating Charts

Examination booklets will not be released to Member Boards prior to the regularly scheduled date for shipping orders for a particular administration. All examination booklets must be returned to NCEES, using the NCEES designated

shipper, within 10 business days of the examination administration.

Seating charts for each exam site shall be returned to NCEES in the same shipment with the examination answer sheets.

EAP 4 Materials Permitted in Examination Room

A. General

1. Devices or materials that might compromise the security of the examination or examination process are not permitted.
2. Only models of calculators as specified or supplied by NCEES are permitted in the examination room.
3. Devices having a QWERTY keypad arrangement similar to a typewriter or keyboard are not permitted. Devices not permitted include but are not limited to palmtop, laptop, handheld, and desktop computers; calculators; databanks; data collectors; and organizers.
4. Communication devices such as pagers and cellular phones are not permitted.
5. Only NCEES-supplied marking and erasing instruments are permitted for use in the examination room.

B. Open-Book Examinations

1. The following reference materials and aids may be brought into the examination room by the examinee for his or her personal use only:
 - a. Handbooks and textbooks
 - b. Bound reference materials, provided that the material be and remain contained (bound) in a

cover during the entire examination, bound referring to:

- (1) Material bound permanently, i.e., stitched or glued
- (2) Material fastened securely in its cover by fasteners that penetrate all papers, e.g., ring binders, spiral binders, plastic snap binders, brads, screw posts. Loose material inside binder pockets does not qualify as bound.

2. The examinees are not permitted to exchange any reference materials.
3. Writing tablets, unbound tables, or unbound notes are not permitted in the examination room.
4. Examinees may tab reference books prior to the examination with Post-it™ type notes and flags, but pads of Post-it type notes and flags are not permitted in the examination room.

C. Closed-Book Examinations

Only NCEES-supplied reference materials are permitted for use in the examination room.

EAP 5 NCEES Examinations Offered by a Member Board Within Its Jurisdiction

- A. A Member Board may offer NCEES examinations only in its jurisdiction. The Member Board must make suitable arrangements to protect the confidentiality and security of the examinations according to NCEES guidelines. Administration of examinations must conform to the NCEES schedules of dates for

examinations. Individual applicants should apply to the sponsoring jurisdiction in accordance with that jurisdiction's operating policies and procedures.

- B. NCEES may provide directly to a university or college FE or FS examination data that will help measure outcomes of the total engineering or surveying education.
- C. Member Boards are encouraged to sponsor or otherwise facilitate use of the FE and FS examinations for outcomes assessment, but such use should not subordinate or endanger the function, concept, or security of the FE or FS examination's primary purpose as the first examination for professional licensure, in keeping with the underlying mission of protection of public health, safety, and welfare.
- D. This policy does not preclude a Member Board from offering the examinations to U.S. military personnel stationed at military bases outside the United States.

EAP 6 Access to and Review of Examinations

There shall be no post-administration access to, or review of, examination questions except in those jurisdictions where required by law or Member Board rule. The Member Board must request a review of the examination on behalf of the failing examinee within 30 calendar days after results have been sent out by the Member Board and/or request hand scores within 60 days. Such review as required by law or Member Board rule shall be conducted in accordance with

established NCEES procedures. An administrative fee established by the NCEES Board of Directors will be assessed.

Member Boards may request that an examinee's results be verified by NCEES by hand scoring, for a fee established by the Board of Directors. NCEES will not accept requests for hand scoring from individual examinees. No specific examinee comments will be addressed.

EAP 7 Requests for Special Examination Accommodations

NCEES, in cooperation with the Member Boards, must determine reasonable, fair, and equitable methods to be employed to administer examinations to candidates. All such accommodations shall comply with applicable federal and state laws and regulations. NCEES will review all requests for accommodation and make recommendations regarding the approval of the request.

Member Boards and testing services must follow the procedures in the *Security and Administrative Procedures Manual* regarding these requests.

EAP 8 Release of Examination Results

- A. Since the examination results are the property of the Member Boards of NCEES, examinee results shall be released only to the respective Member Boards or their designee.
- B. NCEES shall strive to ensure that the validity and integrity of the examinations are preserved and examinees are treated fairly. NCEES reserves the right, however, 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. NCEES reserves the right to notify the Member Boards beyond this one-year period if it learns that a candidate engaged in any improper conduct relating to the exam on which the score was obtained or took any action that jeopardized the security of any other NCEES exam or exam administration.

- C. Examination results for any examinee suspected of an exam irregularity will be provided in perpetuity to the affected Member Board in a report segregated from all other examinee score reports. This special report will identify the examinee and provide the examinee score information. After the release of the special score report, NCEES will provide the Member Board with the results of any analysis conducted or other information pertaining to the suspected irregularity. The Member Board will conduct a review and notify NCEES of its findings and any action taken. An examination irregularity is one that potentially compromises the exam integrity or provides individual candidates with benefits not afforded to other candidates.
- D. Examination results for any examinee who fails to comply with the conditions stated in the Candidate Agreement are subject to invalidation by the Member Board. The identity of any examinee whose results may be invalidated and the reason for noncompliance will be provided to the affected Member Board.

- E. All communications relating to an examinee's results should be between the examinee and the board to which the examinee has made application to be licensed.
- F. When examinations are offered outside the boundaries of NCEES jurisdictions and are not to be used for licensing, the results may be returned to the sponsoring organization.

EAP 9 Providing Examination Scores for Licensing by Comity

When examination scores are requested for purposes of licensing by comity, Member Boards should report scores provided by NCEES as the official scores. Member Boards shall refrain from reporting scores that have been increased or decreased by the Member Board as a result of an internal examination review, a Member Board policy, or any other action taken unilaterally by the Member Board.

EAP 10 NCEES Examinations Offered to a Foreign Entity

NCEES may contract to provide NCEES examinations to a foreign entity (outside the geographic jurisdiction of a Member Board), subject to the approval of the Council. The executive director may be authorized by the NCEES Board of Directors to enter into discussions with a foreign entity concerning the administration of NCEES examinations at a foreign site. The discussions will include an assurance that NCEES examinations will be administered in full compliance with all NCEES examination policies and procedures. NCEES examinations shall not be administered at a foreign site prior to the examinations being administered

in Member Boards' jurisdictions. Based upon a determination that these conditions will be met, a draft agreement that defines areas of responsibility for the foreign entity and NCEES may be created. The agreement will require, at a minimum, that all costs borne by NCEES to carry out the provisions of the agreement will be reimbursed.

For any agreement approved by the Council, NCEES will establish minimum criteria for candidates of the foreign entity that are in general conformance with the existing NCEES Model Law and Model Rules. NCEES will retain the score information for examinees of foreign entities and will transmit that information to any Member Board when requested.

The examinations may be used to assist examinees interested in applying for licensure as a professional engineer with an NCEES Member Board as well as an outcomes assessment tool to assist in measuring the outcomes of a foreign-based education system.

However, in the event that the examinee elects to use the results of the examination for the purpose of applying for licensure, the Member Board may not be precluded from imposing any additional requirements related to state licensure, including but not limited to educational and experience requirements.

EAP 11 Security and Administrative Procedures

Member Boards and testing services shall follow current exam security administrative procedures as prescribed by the NCEES *Security and Administrative Procedures Manual*.

All proctors participating in the administration of NCEES examinations shall be supplied with written examination administration and security procedures and instructions prior to each examination in sufficient time to address any questions and shall submit written affirmation that they have reviewed these procedures and instructions.

EAP 12 Exam Administration Audits

Member Boards or their authorized representatives are required to participate in exam administration audits as established by the NCEES Board of Directors' exam administration audit plan in order to ensure consistency in exam administration and security.

Member Boards or their authorized representatives will follow the procedures established in the Auditing Compliance with Exam Procedures section of the NCEES *Security and Administrative Procedures Manual*. These will include Member Board self-audits, onsite follow-up audits, and the use of current NCEES Compliance and Security Audit forms.

FINANCIAL POLICIES (FP)

FP	1	Council Funds
FP	2	Auditor's Report
FP	3	Travel Expenses
FP	4	Zone Contribution
FP	5	Annual Business Meeting Contribution
FP	6	Annual Business Meeting Registration Fees
FP	7	Guests of Annual Business Meeting
FP	8	Examination Charges
FP	9	Membership Fees
FP	10	Unbudgeted Expenditures
FP	11	Financial Impact Statements
FP	12	Accounts Receivable
FP	13	Exam Breach

FINANCIAL POLICIES

FP 1 Council Funds

NCEES shall maintain operating accounts and operating reserve accounts with account balances in the aggregate sufficient to manage the day-to-day financial obligations of the Council.

NCEES shall maintain long-term and short-term investments in accordance with the investment guidelines reviewed and approved at least annually by the Board of Directors.

FP 2 Auditor's Report

The Treasurer shall present the audited financial report at the first Board meeting following completion of the annual audit. The Board of Directors shall advise the Council of the findings of the auditor's report in a timely manner.

FP 3 Travel Expenses

A. The Council will budget for and pay travel expenses of members of the Board of Directors, committee members and consultants as authorized by the President, and Council staff to attend meetings representing NCEES. In addition, the Council will pay travel expenses for the nominees of the Committee on Nominations to attend the President's planning meeting, if it is held, and for the nominees of the Committee on Nominations to attend the Annual Business Meeting. The President and the President-Elect, with the oversight of the Treasurer, have the discretion to purchase business class airfares for trips greater than or equal to 3 hours' actual flying time. If no business class

is available, first class may be considered.

Unbudgeted international travel shall require authorization by the Board of Directors. All authorized travel and reimbursements shall be in accordance with the NCEES travel policy.

- B. The Council shall pay the travel expenses of one delegate from each full Member Board to the Annual Business Meeting as specified by the Member Board. Expenses shall be paid according to the current expense payment policies of NCEES. The Annual Business Meeting registration fee for the delegate shall be waived. The cost of optional functions not included in the registration fee shall not be paid by NCEES. Member Boards must meet the *Bylaws* requirements for voting to receive the benefits of a funded delegate.
- C. The Council shall pay the travel expenses and registration fee of one delegate from each full Member Board to that board's respective zone interim meeting as specified by the Member Board. The delegate must be a member of the Member Board or Associate Member designated to vote for the Member Board. Expenses shall be paid according to the current expense payment policies of NCEES. The cost of optional functions not included in the registration fee shall not be paid by NCEES.

FP 4 Zone Contribution

Each zone shall be granted an equal sum of money each year from the funds of the Council to be used for zone expenses, zone meetings, and expenses of the Zone Vice President to the zone meeting. The amount of the grant will be determined by the Board of Directors. Zone operations conducted under the Council's federal tax identification number shall be considered part of the Council activities and will be administered and monitored by the Executive Director in conjunction with zone officers.

FP 5 Annual Business Meeting Contribution

The host board for each Annual Business Meeting shall be granted a sum of money from Council funds for the purpose of defraying expenses of hosting the meeting. The amount of the grant will be determined by the Board of Directors.

FP 6 Annual Business Meeting Registration Fees

- A. Registration fees at the Annual Business Meeting shall represent only those costs directly attributable to the Annual Business Meeting.
- B. Registration fees shall be waived for the following: each member of the Board of Directors and his or her guest; each Committee on Nominations' nominee and his or her guest. Registration fees for committee chairs shall be reduced to an amount approved by the Board of Directors.

FP 7 Guests of Annual Business Meeting

- A. The President is authorized to issue invitations to society presidents to attend the Annual Business Meeting as guests of the Council. All or part of the registration and activity fee may be waived.
- B. Each Past President of the Council will be invited to attend the Annual Business Meeting. Registration fees will be waived for each Past President and his or her guest. Travel expenses will be funded for each Past President.
- C. The Council may pay the travel expenses of each award recipient and his or her guest to attend the Annual Business Meeting.

FP 8 Examination Charges

All examination charges will be reviewed and approved by the Council. The current approved schedule is included here for reference.

Examination	Current Price	Date Approved	Future Price	Date Approved	Date(s) Effective
Each examination ordered	\$10	8/04			10/06
FE submitted for scoring	\$45	8/98			10/00
PE submitted for scoring	\$155	9/06			10/08
FS submitted for scoring	\$90	9/06			10/08
PS submitted for scoring	\$155	9/06			10/08
Structural I submitted for scoring	\$155	9/06			10/08–10/10
Structural II submitted for scoring	\$645	9/06			10/08–10/10
Structural (Lateral) PE submitted for scoring			\$400	8/09	4/11
Structural (Vertical) PE submitted for scoring			\$400	8/09	4/11

FP 9 Membership Fees

All membership fees will be reviewed and approved by the Council. The current approved schedule is included here for reference.

Member Boards	Current Price	Future Price	Date Effective
1 through 150 registrants	\$750 annually		01/01/09
151 through 500 registrants	\$2,600 annually		01/01/09
501 or more registrants	\$6,500 annually		01/01/07

FP 10 Unbudgeted Expenditures

Necessary expenditures to carry on the business of the Council that are not in the current operating or capital budget shall have prior approval of either the Executive Director, the President, or the Treasurer for amounts up to \$7,500. Expenditures of more than \$7,500 and up to \$15,000 shall have prior approval of two of the above persons, and expenditures in excess of \$15,000 shall have the prior approval of the Board of Directors. Any expenditures not in the current budget shall be reviewed by the Board of Directors at its next meeting.

FP 11 Financial Impact Statements

All proposals requiring the Board of Directors and Council approval must include a financial impact statement if such proposals will change the approved, proposed, or forecasted operating or capital budgets. The Director of Finance shall be consulted in the development of the estimated costs.

FP 12 Accounts Receivable

NCEES will actively pursue the collection of all accounts receivable. Accounts shall be considered delinquent after 30 days, and reasonable interest charges may be assessed in accordance with approved operating procedures. Accounts that persist in nonpayment may have privileges suspended.

FP 13 Exam Breach

The Board of Directors shall at least annually review and approve costs for exam item replacement in the event of an exam breach.

PROFESSIONAL POLICIES (PP)

PP	1	Publications
PP	2	NCEES Records Verification Program
PP	3	Uniform Qualifications for Licensure
PP	4	International Relations
PP	5	Expedited Comity Licensure
PP	6	Firm Mobility

PROFESSIONAL POLICIES

PP 1 Publications

NCEES shall publish models, manuals, and guidelines for use by Member Boards, to include:

- A. *Model Law* and *Model Rules* for the licensure and practice of professional engineers and professional surveyors
- B. *Manual of Investigation and Enforcement Guidelines* relating to use of the *Model Law* and *Model Rules*

PP 2 NCEES Records Verification Program

NCEES will develop and maintain a records verification program to assist licensees and Member Boards with comity licensing.

PP 3 Uniform Qualifications for Licensure

NCEES promotes uniform standards for licensure based on education, experience, and examination.

NCEES promotes the assessment of qualifications of each applicant for licensure according to uniform standards as provided by NCEES examinations and by NCEES guidelines for evaluating education and experience.

PP 4 International Relations

NCEES will be actively involved in all matters relating to the foreign qualifications of professional engineers and surveyors. The long-range objectives will be:

- To provide support for evaluating education, experience, and examinations obtained in a foreign country

- To expand the understanding of the licensure and regulation of professional engineers and professional surveyors on an international basis through participation in relevant international meetings and establishing NCEES in a leadership role at such meetings (at relevant international meetings)
- To promote and establish a program for maintaining relationships with foreign licensure authorities
- To assist the Member Boards in achieving foreign engineering education evaluations as required by Member Boards in their pursuit to license applicants who have foreign engineering education credentials

PP 5 Expedited Comity Licensure

NCEES promotes expedited comity licensure by all Member Boards for any professional engineer with a current Council Record who has been determined by NCEES to be a Model Law Engineer.

PP 6 Firm Mobility

NCEES promotes the adoption by all Member Boards of straightforward uniform standards for authorization to practice engineering and/or surveying through firms.

POSITION STATEMENTS (PS)

PS	1	Licensure
PS	2	Certification of Engineers
PS	3	Engineering Curricula Accreditation
PS	4	EAC/ABET-Approved Curriculum
PS	5	Member Board Representatives on ABET Visitations
PS	6	Examination of Engineering Students
PS	7	Evaluation of Applicants with Degrees in Technology
PS	8	Bachelor of Science Degree in Engineering
PS	9	Bachelor of Science Degrees in Surveying Engineering, Surveying and Mapping, and Geodesy
PS	10	Continuing Professional Competency
PS	11	International Engineering Accreditation
PS	12	Licensure Regulation Based Upon Non-Practice Criteria
PS	13	Licensing of Engineering Faculty
PS	14	NCEES-Recommended Education/Experience Guidelines for P.E. Licensing
PS	15	Council Funds
PS	16	Computer-Based Testing
PS	17	FE Examination as an Outcomes Assessment Tool
PS	18	Electronic Technology
PS	19	Expedited Comity Licensure
PS	20	Firm Mobility
PS	21	Education
PS	22	Examination Security
PS	23	International Activities
PS	24	Fire Protection
PS	25	Design-Build
PS	26	Equivalency of Foreign Professional Engineers Applying for Licensure in Jurisdictions of the United States
PS	27	Education in Breadth of Practice
PS	28	Inclusion of All Engineers by ABET
PS	29	Online Education
PS	30	Professional Society Assistance in Practice Act Revisions
PS	31	Certification of Record/As-Built Drawings

POSITION STATEMENTS

PS 1 Licensure

In the interest of protecting the public, NCEES strongly promotes the concept that all qualified individuals who practice or desire to practice engineering or surveying seek licensure, whether exempted by statute or regulation or not. NCEES supports the premise that an applicant seeking original licensure seek such licensure in the jurisdiction in which he or she resides or practices. NCEES also supports the premise that a licensee maintain licensure in the jurisdiction of the business address of practice and in jurisdictions in which the licensee exercises responsible charge of engineering and surveying work.

PS 2 Certification of Engineers

NCEES does not oppose those programs wherein professional organizations and societies recognize or certify their members for any purpose, provided such certification does not imply legal licensure. NCEES opposes certification by any organization or society wherein the purpose of such certification is to substitute for legal licensure as established by the statutes of the various jurisdictions.

PS 3 Engineering Curricula Accreditation

NCEES recommends that engineering programs be accredited only by the Engineering Accreditation Commission of ABET (EAC/ABET).

PS 4 EAC/ABET-Approved Curriculum

An applicant who completes an engineering education program that is non-accredited and not deemed substantially equivalent and who then

earns a graduate engineering degree from a U.S. school with an EAC/ABET-accredited undergraduate or graduate program in an equivalent discipline should be accepted for the licensure process. The graduate degree should be treated as confirming the undergraduate degree, giving the applicant equal standing with an applicant who has graduated from an EAC/ABET undergraduate engineering program. The degree earned in the graduate program validates the degree earned in the non-accredited undergraduate program and would not then be applicable for experience credit.

To establish substantial equivalency for an individual graduate in the case of a non-accredited bachelor of science degree, an applicant must have his or her official degree program transcript evaluated by a board-approved organization and make up any deficiencies noted by such an evaluation. Deficiencies in engineering courses must be made up with courses offered by an EAC/ABET-accredited degree program or equivalent.

PS 5 Member Board Representatives on ABET Visitations

NCEES supports and endorses the role of a member of a board of licensure as a representative on an ABET program evaluation. NCEES will publish a guide for Member Board representatives on ABET accreditation visits to assist ABET and the board member in this endeavor.

PS 6 Examination of Engineering Students

NCEES recommends that all schools with EAC/ABET-accredited engineering curricula require that students in such curricula take the NCEES Fundamentals of Engineering examination as a requirement for graduation.

PS 7 Evaluation of Applicants with Degrees in Technology

NCEES recommends that all Member Boards of licensure, whose statutes do not otherwise prohibit, be encouraged to observe and adhere to the following criteria for the examination of educational qualifications of applicants for licensure, or license, as professional engineers and surveyors:

- A. Graduates of Technology Accreditation Commission of ABET (TAC/ABET)-accredited, four-year baccalaureate programs in engineering technology may be granted a maximum of two years of educational credit toward professional engineering licensure and four years of educational credit toward professional surveying licensure if the board determines that the degree contains prescribed surveying courses.
- B. Applicants who entered TAC/ABET-accredited, four-year baccalaureate programs in engineering technology but did not complete requirements for the four-year baccalaureate degree may be given consideration for educational credit on a prorated basis of one-half year for each year satisfactorily completed, up to a maximum of two years' credit.

- C. Graduates of non-TAC/ABET-accredited, four-year baccalaureate programs in engineering technology may be granted a maximum of one year of educational credit.

PS 8 Bachelor of Science Degree in Engineering

NCEES recommends that the boards of licensure require any applicant who applies for engineering licensure in any jurisdiction of the United States and who has not previously been licensed to practice by one of the boards of licensure be required first to demonstrate that he or she possesses at least a four-year bachelor of science degree in engineering, acquired through the successful completion of an EAC/ABET-accredited program or through a board-approved equivalent program.

Recognizing that newly EAC/ABET-accredited programs must spend several years in development before attaining accredited status, NCEES recommends that all applicants be considered as having graduated from an EAC/ABET-accredited program if their program is/was accredited within three years after their graduation.

PS 9 Bachelor of Science Degrees in Surveying Engineering, Surveying and Mapping, and Geodesy

NCEES recommends that the boards of licensure require any applicant who applies for licensure to practice surveying in any jurisdiction of the United States and who has not previously been licensed to practice by one of the boards of licensure for professional surveyors be required to first demonstrate that in the cases of four-year surveying degrees, such applicant possesses a four-year bachelor

of science degree acquired through the successful completion of program for said degree accredited by EAC/ABET, the Applied Science Accreditation Commission of ABET (ASAC/ABET), the TAC/ABET, or a board-approved substantially equivalent program.

Recognizing that newly accredited EAC/ABET or ASAC/ABET programs must spend several years in development before attaining accredited status, NCEES recommends that all applicants be considered as having graduated from an EAC/ABET- or ASAC/ABET-accredited program if their program is/was accredited within three years after their graduation.

PS 10 Continuing Professional Competency

NCEES endorses the establishment of uniform continuing professional competency (CPC) requirements for licensed professional engineers and surveyors to promote the health, safety, and welfare of the public by requiring licensees to remain competent within their profession and to facilitate renewal.

CPC should be focused on the advancement, extension, and improvement of the scientific knowledge and professional skills of the licensee and on the enhancement of professional ethics. CPC should be structured in a way that demonstrates compliance but also recognizes the autonomy and strong ethical standards of licensees.

Licensees are expected to meet the CPC requirements of the states in which they have been granted a license by comity, reciprocity, or endorsement. Applicants for a license by comity, reciprocity, or

endorsement who are licensed in a jurisdiction without equivalent CPC requirements should not be denied a license for that reason.

Because many engineers and surveyors are licensed in multiple jurisdictions, uniformity of CPC requirements among licensing jurisdictions that mandate CPC is imperative to simplify the licensure-renewal process, to facilitate the recognition of CPC by multiple jurisdictions, and to ensure the viability of continuing professional competency. NCEES encourages licensing boards to follow the NCEES *Model Rules* as outlined in the NCEES *Continuing Professional Competency Guidelines* when adopting CPC requirements.

NCEES encourages the efforts of professional and technical societies, educational programs, and industry in the development of continuing education opportunities to enhance the competency of engineers and surveyors.

PS 11 International Engineering Accreditation

NCEES recommends that persons graduated from engineering education programs substantially equivalent to standards delineated by EAC/ABET criteria be considered to have met acceptable education requirements for engineering licensure in the United States.

Foreign degree applicants who are graduates of engineering education programs which are identified as substantially equivalent by ABET shall be accorded the same privilege and consideration regarding education requirements for engineering licensure in

the United States as those persons who have completed an EAC/ABET-accredited engineering education program.

oppose statutes and regulations based upon non-practice criteria that would adversely impact professional licensure.

PS 12 Licensure Regulation Based Upon Non-Practice Criteria

NCEES opposes statutes and regulations that would require jurisdictions to adopt procedures under which the jurisdictions' licensing boards may not issue or renew licenses of individuals who are delinquent in domestic obligations or individuals who are the subject of outstanding failure-to-appear warrants. Accordingly, NCEES encourages its Member Boards to

PS 13 Licensing of Engineering Faculty

NCEES encourages all faculty members who teach advanced engineering courses, or who are in responsible charge of engineering curricula or engineering research, to be licensed professional engineers. It is the position of NCEES that faculty members who practice engineering as defined by applicable statutes must be licensed.

PS 14 NCEES-Recommended Education/Experience Guidelines for P.E. Licensing

4-YEAR OR MORE DEGREE	YEARS OF EXPERIENCE REQUIRED	COMMENTS
EAC/ABET Accredited	4	NCEES PS 8
Canada (CEAB) Accredited	4	
Other Countries	4 or more	Education should be evaluated for EAC/ABET equivalence.
Recommendations below are only for Member Boards that must evaluate applicants who do not meet the minimum education of an EAC/ABET or equivalent degree as specified in PS 8.		
Unaccredited Engineering Program	6	Needed by some boards
TAC/ABET Accredited	8	Needed by some boards
Related Science	10	Needed by some boards
No Degree	20	Needed by some boards

PS 15 Council Funds

The reserve funds (current tangible assets plus tangible marketable long-term investments minus current liabilities) should be accumulated to the amount of approximately 75 percent of the annual operating budget plus a designated reserve equal to the computed cost of a total exam breach based on the current approved item replacement costs. If the reserve funds fall below this level, the Council shall strive to correct the situation.

PS 16 Computer-Based Testing

The NCEES vision of Computer-Based Testing (CBT) is as follows:

- A. Conversion of the NCEES examinations to CBT will eventually include all exams.
- B. The ultimate exam concept is a mastery-level examination.
- C. CBT will parallel or relate to technological advances, which means that the exam process will change.
- D. CBT will keep up with the evolution of professional practice.

PS 17 FE Examination as an Outcomes Assessment Tool

- A. Engineering programs should strongly consider using the FE exam topic-level performance data as part of their program assessment, with proper regard for the caveats described.*
- B. Programs that will gain the most from using the FE exam as an assessment tool are those programs in which all students are required to take the FE exam, all students are required to

take the discipline-specific PM exam, the faculty establish specific goals for their program, and comparisons are made with peer institutions that have similar requirements.

- C. Member Boards (state boards) should become proactive in working with academic programs to stress the use and value of the FE exam as an assessment tool.
- D. Institutions must remember that the primary purpose of the FE is to assess minimal technical competencies. Other assessment tools need to be used to assess higher-level theories or critical thought that might be the focus of some portion of their program.
- E. The results of each FE exam should be sent directly to institutions for their use.

*Refer to: LeFevre, Walter, et al., *Using the Fundamentals of Engineering (FE) Examination to Assess Academic Programs*, National Council of Examiners for Engineering and Surveying, 1999, 2005.

PS 18 Electronic Technology

The use of digital signatures has dramatically changed the practice of producing, submitting, and reproducing reports, drawings, and specifications by practitioners, but the need to protect the public safety, welfare, and properties has not changed.

The use of digital signatures can adequately protect the public if the appropriate guidelines are followed. Electronic technology must be encouraged in an open and unrestrictive

environment. It is the responsibility of the state boards and other jurisdictions to encourage the use of digital signature technology to further protect the public from the current common practice of delivering documents electronically with no security or protection.

Refer to: Electronic Technology Task Force, *Electronic Technology*, National Council of Examiners for Engineering and Surveying, 2000.

PS 19 Expedited Comity Licensure

In order to facilitate the mobility of qualified professional engineers among jurisdictions, NCEES supports and promotes expedited comity licensure by all Member Boards for any professional engineer with a current Council Record who has been determined by NCEES to be a Model Law Engineer.

NCEES supports and promotes the adoption of procedures by all jurisdictions to facilitate and achieve comity licensure of NCEES Model Law Engineers in any jurisdiction within one week of receipt of a completed application and the Council Record, provided that the jurisdiction statutes do not prohibit such expedited comity licensure.

NCEES is committed to working with individual Member Boards to maximize the full applicability and acceptance of the Council Records Program for engineers and surveyors in all jurisdictions.

PS 20 Firm Mobility

In order to facilitate the ability of firms to practice their profession in all jurisdictions, NCEES supports and promotes the adoption of straightforward uniform standards for authorization to

practice engineering and/or surveying through firms. Uniform standards should address but not be limited to the following:

- A. NCEES opposes any requirement that a firm must have a physical office in each jurisdiction of practice.
- B. NCEES supports the requirement that a firm must have professionals appropriately licensed by the jurisdiction in responsible charge of the services being offered.
- C. NCEES opposes any requirement that officers, owners, or their equivalent must be licensed in the jurisdiction in order for the firm to practice, or offer to practice, provided that appropriately licensed professionals are in responsible charge of the services being offered.

PS 21 Education

The primary role of NCEES is to facilitate professional licensure of engineers and surveyors and uphold standards necessary to protect the public health, safety, and welfare. The Council strongly advocates quality education for engineers and surveyors and supports efforts to develop educational standards required for licensure and to expeditiously disseminate those standards to its Member Boards.

The educational objectives of NCEES are to:

- A. Advocate quality education that adequately prepares candidates for licensed professional practice. Licensed professional practice includes, but is not limited to, all aspects of engineering and surveying regulated by state and territorial

licensing boards or regulated by government agencies.

- B. Recognize institutional indicators of quality education, which may include the following:
 - 1. Program educational objectives and outcomes that include a focus on preparing students for licensed professional practice as described in paragraph A above
 - 2. Program educational objectives and outcomes that are assessed in part by nationally validated content examinations
 - 3. Curriculum requirements that equate to the standards for licensure eligibility
- C. Establish program indicators of quality education for licensure eligibility, which include the following:
 - 1. Nationally validated assessment methods
 - 2. Program educational objectives that specifically direct the educational standards toward licensed professional practice
 - 3. Compliance with prescribed pass rates on nationally validated content examinations
- D. Assist Member Boards in evaluating the indicators and metrics as established for licensure eligibility.

PS 22 Examination Security

The primary goal of NCEES is to advance and facilitate professional licensure of engineers and surveyors. The Council's role is to advocate protection of the public health, safety, and welfare and to advance examination security for that purpose. To

this end, it is the responsibility of the Council to promulgate and maintain standards and appropriate policies for examination security and administration to ensure fair and uniform administration and to expeditiously disseminate those standards and policies to its Member Boards.

The NCEES examination security objectives are to:

- A. Develop and publish examination administration policies, procedures, and services that support the licensure process by:
 - 1. Mandating fair and uniform testing conditions and ensuring fairness for all candidates, including but not limited to, ADA candidates
 - 2. Following industry standards regarding examination administration
 - 3. Preventing or limiting inappropriate exposure of examination items through:
 - a. Loss or theft
 - b. Misuse or inappropriate distribution
 - c. Violation of copyright of test items
- B. Define procedures that accomplish the following:
 - 1. Evaluate potential breaches and risk factors
 - 2. Establish appropriate responses to breaches
 - 3. Provide clear guidelines to investigate and/or litigate violations
 - 4. Mitigate the risk and/or confine loss

5. Provide means for Member Board and/or appropriate committee oversight
 6. Restrict access to examination items and enhance prevention of loss or theft
 7. Protect examination confidentiality in the exam development process
- C. Offer examination administration services that:
1. Define and operate under appropriate standard of care guidelines
 2. Audit services to meet standard of care guidelines
 3. Develop and maintain a training and quality-assurance program
 4. Evaluate all external service providers for security measures, including but not limited to shipping, printing, and facilities leasing
 5. Evaluate new technology, methods, and processes for improvement and enhancement of security
 6. Provide additional services to Member Boards for secure test administration, including but not limited to registration, database management, records management, and score reporting
- D. Provide information to Member Boards about security violations, potential risks of security issues, financial impact, and regularly updated policies and procedures.

PS 23 International Activities

- A. The Council should continue its current involvement in the international arena within the following guidelines:
1. All substantive agreements and model documents shall be approved by the full Council before execution.
 2. All agreements and model documents shall be clearly non-binding on Member Boards.
 3. Unless specifically provided for in the Council budget, services rendered to other nations shall be funded by the requesting nation to a level that ensures no net loss of Council funds.
- B. In identifying the qualifications for the right of licensure to practice engineering and surveying, NCEES shall always inform foreign jurisdictions that the qualifications for licensure in the United States, by and through its state and territorial jurisdictions, include education, experience, and examination. NCEES shall further emphasize the welfare of the public in safeguarding life, health, safety and property, ethical conduct, and the benefit to humanity. Constraints such as citizenship, residency, establishment of local office, or similar restrictions shall be discouraged.
- C. NCEES shall stress to all national and foreign jurisdictions the need for the development of a database of their licensing requirements. All requirements for practice should have a goal of global mutuality.

- D. NCEES shall work with foreign jurisdictions toward establishment of an international system for evaluation of education, experience, examination, practice, and ethical conduct.
- E. NCEES shall function as a resource for other nations that desire to establish or improve their education, experience, examination, and ethics requirements for licensure to practice engineering and surveying.
- F. NCEES shall work with foreign jurisdictions toward mutual development of international law enforcement procedures.
- G. NCEES shall work with foreign jurisdictions to emphasize the importance of current international intellectual property protection.

PS 24 Fire Protection

NCEES recognizes that fire protection systems—including fire detection, alarm, and suppression systems—play an important role in protecting the health, safety, and welfare of the public. NCEES also recognizes the design and calculation of fire protection systems to be the practice of engineering.

NCEES recommends that Member Boards actively pursue enforcement of state statutes and rules with local permitting authorities having jurisdiction (AHJ) regarding the engineering supervision over the specification, design, and calculation of fire protection systems.

To implement the above, the following is recommended:

- Contract drawings should include a set of fire protection drawings that are sealed by a licensed professional engineer.
- Supervision by a licensed professional engineer is required in the review of fire protection installation shop drawings for compliance with the engineer's design and specifications.
- Oversight by a licensed professional engineer is required in the installation of an original permitted design.

PS 25 Design-Build

NCEES recognizes design-build as a growing and viable project-delivery method.

A variety of organizational arrangements can be used to deliver design-build services. It is the position of NCEES that the organizational arrangements for each project be disclosed to the owner/client at the time of the offering of the services. If engineering or surveying services are included in a design-build project, it is the position of NCEES that such services fall under the practice of engineering or surveying and require licensed professionals to be in responsible charge of that portion of the work.

NCEES does not support design-build project delivery in a manner that compromises the role of the engineer or surveyor in maintaining responsible charge of the engineering or surveying work.

PS 26 Equivalency of Foreign Professional Engineers Applying for Licensure in Jurisdictions of the United States

It is the position of NCEES that Member Boards of the Council should provide appropriate recognition of equivalent qualifications for professional engineers licensed by or otherwise approved for professional practice in a foreign jurisdiction.

PS 27 Education in Breadth of Practice

Graduates of EAC/ABET-accredited engineering programs should be knowledgeable in and able to demonstrate an awareness of the breadth and diversity of engineering practice, which includes licensed practice before the public and in industrial, governmental, and educational settings. Engineering in each of these settings involves direct or indirect responsibility for the health, safety, and welfare of the public and is subject to a common set of ethical expectations and codes of conduct. An engineer's career is likely to include practice in some or all of these areas, and this diversity of potential practice should therefore be reflected in an engineer's education.

PS 28 Inclusion of All Engineers by ABET

NCEES encourages ABET to investigate using more inclusive language such as *practitioner* that all—government and private practice as well as those in industry—may identify with and embrace. ABET's current use of the term *industry* alone does not recognize or apply to the entire spectrum of engineering practice.

PS 29 Online Education

NCEES recognizes that online education may become an alternative to traditional engineering and surveying education, and

encourages development of methods and techniques that will result in accredited programs that meet requirements for licensure.

PS 30 Professional Society Assistance in Practice Act Revisions

NCEES recognizes the difficulties faced by Member Boards attempting to make the necessary legislative changes to fulfill their charge of protecting public health, safety, and welfare. Member Boards may lack adequate resources necessary to obtain passage of legislation.

Many professional societies, comprised of individuals directly affected by practice act legislation, are active in the political process. Member Boards, whenever possible, should draw on these societies for assistance with the passage of practice act legislation. Consensus, political awareness and experience, manpower, and legislative sponsorship are major elements of success.

- Consensus—Consensus requires general agreement from affected parties. Professional societies need to be involved in proposed practice act revisions throughout the entire process. Obtaining consensus may require considerable time, but it is essential to the process.
- Political Awareness and Experience—Professional societies are active politically, often employing lobbyists and utilizing political action committees. The political impact of these organizations may be essential to the passage of practice act legislation.

- Manpower—Professional societies are comprised of numerous, geographically dispersed members. Some of these members likely have working relationships with state legislators who may be serving on key committees and voting on the practice act legislation. Appropriately timed testimony from these professional society members can be a major benefit toward passage of practice act revisions.
- Legislative Sponsorship—A professional society may have a member who is a legislator or who has a relationship with a legislator who has an active interest in the practice act legislation. Having the right sponsor to recruit appropriate co-sponsors, work with appropriate committee members, follow the bill through both houses, and withdraw the bill if necessary is vital to passage of appropriate legislation. If possible, the sponsor should be included in the initial consensus process.

PS 31 Certification of Record/As-Built Drawings

NCEES does not consider the representation of what was believed to be constructed to be engineering or surveying work and that to seal such work may be in violation of local and state statutes and rules. However, an engineer or surveyor may be required to seal work not performed under the engineer's or surveyor's direct supervision and control. In such cases, a caveat should be included on sealed record drawings, incorporating, as applicable, the following factors:

- The record drawing is a compiled representation of the constructed project.
- The sources and the basis of information used in the preparation of the record drawing should be listed.
- The record drawing is believed to be correct to the best of the professional's knowledge.
- The accuracy of the information cannot be guaranteed.



P.O. Box 1686, Clemson, SC 29633
NCEES.ORG