

# The Oregon Examiner

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for Engineering and Land Surveying / Winter 2007

The mission of the Oregon State Board of Examiners is to regulate the practice of Engineering and Land Surveying in the State as they relate to the welfare of the public in safeguarding life, health and property.

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## Board Committees

OSBEELS' committee meetings are open to the public and are held during each even-numbered month. If you wish to address a committee on matters not on the regular agenda, you are requested to advise the office in advance to allow sufficient time for discussion. Please refer to our website at [www.osbeels.org](http://www.osbeels.org) for exact dates and times.

- Examinations and Qualifications
- External Relations
- Finance
- Law Enforcement
- Professional Practices
- Rules and Regulations

## Exempt . . . No More

In the past there has been quite a bit of confusion regarding the “exempt status” as it relates to professional development hours (PDH) and the practice of engineering, land surveying and photogrammetry while exempt. OAR 820-010-0635(6) states that three categories of registrants are exempt from the PDH requirements:

- (a) A registrant serving on active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a calendar year shall be exempt from obtaining the PDH units required for that year;
- (b) Registrants experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board may be exempt. Supporting documentation must be furnished to the Board;
- (c) Registrants who are listed as “Retired” or those who have requested an Exempt Status and certify they are no longer providing

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## Exempt . . . No More

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professional engineering, land surveying, or photogrammetry services shall be exempt from the PDH units required.

In order to eliminate any possible confusion as to the relationship between who is exempt from PDH and who is qualified to practice, the Board revised rules during the rulemaking hearing held on September 17, 2007.

The adoption of OAR 820-010-0510 clarifies that registrants who are qualified to practice are those who are current with their fees and professional development hours. These registrants maintain an “active status.” Registrants NOT qualified to practice are those who are delinquent, retired or inactive as defined in the adoption of OAR 820-010-0520. Of course, a registrant whose license is suspended or revoked is also not qualified to practice.


Further defined in OAR 820-010-0520, registrants may place their license in the inactive status for either of the following reasons:

(a) A registrant is serving on active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a calendar year.

(b) A registrant has suffered a debilitating mental or physical illness, injury or disease that prevents the registrant from engaging in the professional practice.

Those exempt from PDH requirements are classified in the “inactive registrant” category. Therefore, OAR 820-010-0635 was also amended to define PDH requirements for those in the inactive status wishing to attain active status.

The current form for the December 2007 renewal period has a box to choose the exempt status and does not require any further explanation or supporting documentation from a physician. This will be changed in future mailings. In the future, the form will have boxes that indicate whether you are active, inactive or retired. If the inactive status is requested for health reasons, the request will need to be substantiated by a physician. Under the new changes, if you do not qualify as inactive under (a) or (b) as described above, you must complete your PDHs or risk being delinquent.

If you have any questions regarding renewals, please contact the office. 

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## Investigation and Enforcement

### Law Enforcement Cases with Sanctions, July 15, 2005–September 6, 2007

#### **2279: Janice Huskey (Unlicensed)**

##### ***Practicing Land Surveying Without a License***

The Board issued a Final Order finding that Huskey practiced land surveying without registration. Huskey located residential foundations and created maps certifying that boundary and setback encroachments were not present. The foundation maps were subsequently submitted to a title company for mortgage purposes, violating ORS 672.025(1).

Huskey prepared over 1,121 foundation

maps for which she was paid in excess of \$63,000. The Board addressed nine violations. Following a hearing before an Administrative Law Judge, the Board executed a Final Order that assessed a \$9,000 civil penalty against Huskey.

#### **2291: Dale E. Marx (02196LS)**

##### ***Negligence or Incompetence in the Practice of Land Surveying***

The Board issued a Final Order finding that Marx made errors on a plat and property-line

## Investigation and Enforcement Law Enforcement Cases with Sanctions, July 15, 2005–September 6, 2007

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adjustment survey while working to partition a property into two parcels, violating ORS 672.200(2) and (4), OAR 820-020-0015(2), and OAR 820-020-0025(1).

Marx entered into a settlement agreement in which his land surveying registration was suspended for six months, assessed a \$3,000 civil penalty, and required to take a Survey Ethics course through New Mexico State University. Following the suspension, Marx was required to have his work reviewed by a registered professional surveyor for one year.

Marx failed to comply with the terms of the settlement agreement when he did not complete the Survey Ethics course and submit peer review reports to the Board. Marx entered into a supplemental agreement in which his land-surveying registration was suspended for a minimum of 3 additional months or until he completed the Survey Ethics course. The \$3,000 civil penalty was immediately due and the one-year peer review was still required.

### **2305: Jim Rogers (Unlicensed).**

#### ***Practicing Land Surveying Without a License***

The Board issued a Final Order finding that Rogers, conducting business as Rogers and Associates in Port Orford, Curry County, had practiced land surveying by establishing land boundaries, corners, or monuments. Landowners and real estate agents had hired Rogers on several occasions to locate property monuments, violating ORS 672.025(1) and 672.045(1).

Rogers entered into a settlement agreement in which a \$500 civil penalty was assessed. Furthermore, Rogers was required to send each real estate agent for whom he had previously provided services a letter advising that he will no longer locate monuments, corners, boundaries, property, or other lines.

### **2318/2433: Thomas H. Burton (00590LS).**

#### ***Negligence or Incompetence in the Practice of Land Surveying***

The Board issued a Final Order finding that Burton failed to renew his land-surveying certificate on or before December 31, 2005. Furthermore, Burton changed the expiration date on the seal to indicate that his certificate had been renewed. Burton practiced land surveying with a delinquent license until it was renewed on June 8, 2006. During this period, Burton failed to properly research, search for, and find the monuments of record prior to submitting the map of survey to the county. Burton also failed to file maps within the 45-day requirement and to return corrected surveys to the County Surveyor's Office within 30 days. Burton also had four subdivisions for which the post-monumentation was not completed or not completed accurately. Burton was found violating ORS 209.250(2), (3)(d)(e)(f), and (4)(b); ORS 672.025(1); ORS 672.045(1); ORS 672.200(2) and (4); ORS 92.050(2); ORS 92.060(5)(a); ORS 92.070(2); and OAR 820-020-0015(2).

The Board combined case 2318 with case 2433 for which Burton signed a settlement agreement to retire his land-surveying registration.

### **2326: David L. Panther (01917LS)**

#### ***Negligence or Incompetence in the Practice of Land Surveying***

The Board issued a Final Order finding that Panther was to locate the common property line between two lots. In performing his survey, Panther failed to locate or show on his unrecorded map any existing monuments along the north lines of the lots. Panther also did not locate or show the southeast corner or note the existence of the other witness objects throughout the development. Litigation was initiated by the client against their neighbor based on the work performed by Panther. Panther later performed additional fieldwork to verify the location of the

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property line and discovered the property line that he had initially staked was in error, violating ORS 672.200(2) and (4) and OAR 820-020-0015(2).

Panther entered into a settlement agreement in which he permanently surrendered his registration to practice land surveying.

### **2328: Svend A.K. Sorensen (Unlicensed) *Practicing Engineering Without a License***

The Board issued a Final Order finding that Sorensen was issued a certificate of registration as an Oregon professional engineer (07990PE) on March 1, 1974. Sorensen's registration expired June 30, 1998, and he did not renew or reinstate his registration within a five-year period, causing it to lapse. In 2004, Sorensen filed Articles of Incorporation with the Oregon Corporations Division to form "Svend Sorensen, Inc." According to incorporation documents, the professional/business service he would render was "structural engineering." Sorensen sent the Board and Governor Kulongoski correspondence captioned "Svend Sorensen, Inc. Structural Engineering," violating ORS 672.020(1) and ORS 672.045(2).

Sorensen entered into a settlement agreement in which the Board would take no action provided that Sorensen acknowledged his violations and that he would no longer represent himself by any means that he was authorized to practice engineering in Oregon.

### **2339: Robert C. Bowser (07649PE) *Negligence or Incompetence in the Practice of Engineering***

The Board issued a Final Order finding that Bowser, through the firm of AE Associates, Inc., had provided engineering on three separate Portland projects.

Bowser engineered a 14,000-square-foot, single story, proposed building on Powell Boulevard that utilized concrete masonry units

(CMU) with wood roof framing. The building's plans were initially designed and drafted by Gordon Trone. However, Bowser signed and sealed each sheet in the plan set. Also, Bowser provided services for a three- and four-story duplex on Miles Street that was to be constructed with Rastra panels. Lastly, Bowser engineered a dormer addition to a Rex Street residential structure. Bowser was found violating ORS 672.200(2) and (4) and OAR 820-020-0020(2).

Bowser entered into a settlement agreement in which he would retire his certificate to practice engineering (while under investigation). He agreed to not apply to the Board for professional registration. Also, Bowser was to list his clients for whom he has provided services during the six months prior to the agreement and identify those clients he is transferring to another engineer. Bowser does not consent or agree with the charges in this matter.

### **2348: Ruben M. Martinez (02536LS) *Negligence or Incompetence in the Practice of Land Surveying***

The Board issued a Final Order finding that Martinez was to mark the boundaries of two adjoining properties. Martinez set permanent monuments, but did not submit for filing the map of survey within 45 days. Upon review, the map of survey lacked record information and he then failed to return the corrected survey to the County Surveyor within 30 days. Martinez also agreed that his assistant would retain a portion of the surveying fees in return for securing the project, violating ORS 209.250(1), (2), (3)(e), (4)(b), and (8); ORS 672.045(1); ORS 672.200(1) and (4); OAR 820-020-0015(8); OAR 820-020-0035(2); and OAR 820-020-0045(3).

Martinez entered into a settlement agreement in which his land surveying registration was suspended for six months. Martinez was assessed a \$3,000 civil penalty and was required to take a Survey Ethics course through New Mexico State

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University. The agreement was later amended to include the requirement that the map of survey be corrected and filed with the county. However, Martinez has failed to meet the stipulated terms of the amended agreement. As a result, the Board issued a Final Order by Default revoking the land surveying registration of Ruben Michael Martinez, effective January 8, 2008.

### **2350: Dennis A. Crowe (00845LS)**

#### ***Right of Entry Violation***

The Board issued a Final Order finding that a survey field crew under Crowe's supervision and control was to conduct a property corner search and survey boundary lines. During the survey, the crew determined that the property line and the fence line were not in harmony and they proceeded to cross the fence to establish the true boundary line. After establishing the line, a crewmember went towards the neighbor's home in order to inform them of their activities. The field crew did not attempt to first provide in-person notice to the owners or occupants, nor did they provide written notice of entry in a conspicuous place, violating ORS 672.047(4).

Crowe entered into a settlement agreement in which he was assessed a \$250 civil penalty. In addition, Crowe agreed to modify his business practices to be fully compliant with the requirements of ORS 672.047.

### **2369: Sherpa Design, Inc. (Unlicensed)**

#### ***Advertising Engineering Services***

#### ***Without a License***

The Board issued a Final Order finding that Sherpa Design, Inc., a mechanical design services firm, did not employ registered professional engineers. Sherpa Design marketed itself as an "engineering services company" and contracted with registered engineers on a project-need basis, violating ORS 672.020(1); ORS 672.045(2); and OAR 820-010-0720(2).

Sherpa Design, Inc., entered into a

settlement agreement in which a \$1,000 civil penalty was assessed of which \$500 was abated provided Sherpa ceased using any claim, sign, advertisement, letterhead, business card, website, or any other representation that the business is engaged in the practice of engineering or offering engineering services. Sherpa was given 30 days to remove references to engineering from all of its advertisement materials.

### **2370: Doug T. Davis (02690LS)**

#### ***Failure to File and Correct Map of Survey***

The Board issued a Final Order finding that Davis stamped and signed a record of survey for which he established boundary monuments. Davis did not submit a permanent map of survey for filing within 45 days of setting the first monument. Furthermore, he failed to comply by not returning the corrected survey to the County Surveyor within 30 days. Davis also erroneously listed the date that the monuments were set in the title block of survey. By preparing and sealing the survey, Davis was not truthful in his professional reports or statements, violating ORS 209.250(1) and (4)(b); OAR 820-020-0025(1); and OAR 820-030-0060.

Davis entered into a settlement agreement in which his land surveying registration was suspended for three months and he was assessed a \$1,000 civil penalty.

### **2377: Lloyd L. Tolbert (02813LS)**

#### ***Right of Entry Violation***

The Board issued a Final Order finding that a survey field crew under Tolbert's supervision and control was to conduct a boundary survey. During the course of the survey, the crew entered a clear-cut belonging to an adjacent landowner and established a survey traverse point. The traverse point was located 200 feet northerly and 26 feet easterly of a 2-inch angle iron marking the southwest corner of the property. The field crew did not attempt to first provide in-person

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notice to the owners or occupants, nor did they provide written notice of entry in a conspicuous place, violating ORS 672.047(4).

Tolbert entered into a settlement agreement and was assessed a \$250 civil penalty.

### **2390: Leslie D. Killingsworth (07950PE / 01503LS)**

#### ***Conviction of a Felony Related to the Practice of Engineering and Surveying***

The Board issued a Final Order finding that Killingsworth was the District Engineer for the Holmes Harbor Sewer District that provided services to homes on Whidbey Island, Washington. In 2005, a judgment was filed in the United States District Court convicting Killingsworth of one count of wire fraud for his involvement in a bond fraud scheme involving Datum Pacific. Killingsworth was sentenced to one year and one day in federal prison. The conviction of a felony was grounds for disciplinary action under ORS 672.200(3).

Since Killingsworth's Oregon engineering and land surveying registrations were in a retired status, his settlement agreement was that the Board will not restore Killingsworth's certificates of registration to practice engineering or land surveying. Furthermore, Killingsworth will not apply in the future for any professional registrations, nor engage in the practice of engineering or land surveying in the State of Oregon.

### **2395: Mark Hicks / Hicks Technology (Unlicensed) Offering Engineering Services Without a License**

The Board issued a Final Order finding that Hicks Technology did not have in its employ a registered professional engineer. The company website listed "Application Engineering" as one of its capabilities and offered the services of "systems engineers," violating ORS 672.020(1)

and ORS 672.045(2).

Hicks entered into a settlement agreement in which a civil penalty of \$2,000 was abated once Hicks Technology ceased and refrained from using any claim, sign, advertisement, letterhead, business card, website, or any other representation that it is engaged in the practice of engineering, with the notable exception that it may continue to use the logo and nomenclature of Microsoft, specifically "Microsoft Certified Systems Engineer."

### **2402: Earl F. McKinney (10474PE) Reciprocal Action: Revocation of Engineering License**

The Board took disciplinary action against McKinney based on an Order executed by the Commonwealth of Kentucky. McKinney made untruthful statements in NCEES records, in testimony before the Nevada Board of Professional Engineers, and in an application for a State of California license. McKinney also certified engineering plans without proper review and he certified a boundary survey. McKinney's actions violated Kentucky statutes and rules, which would violate similar Oregon statutes and administrative rules. McKinney was found violating OAR 820-020-0015(6), so the Board prepared to revoke his engineering registration.

The Board issued a Notice of Intent to revoke McKinney's engineering registration. However, he failed to respond or to request a hearing. Consequently, the Board issued a Final Order Upon Default revoking McKinney's engineering registration.

### **2408: David J. Reece (11749PE) Operating a Branch Engineering Office Without a Registrant Employed**

The Board issued a Final Order finding that Reece was an owner and employee of Reece and Associates, Inc., an engineering firm with its main office in Albany and a project office in

## Investigation and Enforcement Law Enforcement Cases with Sanctions, July 15, 2005–September 6, 2007

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Grants Pass. Other than himself, Reece employed no other registered professional engineers. The Grants Pass office was advertised under Civil Engineers in the Grants Pass Yellow Pages and on [www.Dexonline.com](http://www.Dexonline.com), violating OAR 820-010-0720(1).

Reece entered into a settlement agreement in which a \$1,000 civil penalty would be abated provided he complied with the terms of the agreement. Reece would immediately discontinue advertisements indicating a Grants Pass office in the Grants Pass Yellow Pages and on [www.Dexonline.com](http://www.Dexonline.com). Upon completion of the project, Reece was to close the office unless he employed a registered professional engineer. Since then, Reece has employed a PE for the Grants Pass office.

### **2411: Doug T. Davis (02690LS)**

#### ***Failure to File a Map of Survey***

The Board issued a Final Order finding that Davis stamped and signed a record of survey for which he established boundary monuments in Clatsop County. Davis did not submit for filing a permanent map of survey within 45 days of setting the first monument, violating ORS 209.250(1) and OAR 820-030-0060.

Davis entered into a settlement agreement in which he was reprimanded and assessed a \$200 civil penalty.

### **2412: Robert Pearce /**

#### **Timber Mountain Construction (Unlicensed)**

#### ***Advertising Engineering Services Without a License***

The Board issued a Final Order finding that Timber Mountain, which is a construction contractor specializing in bridges, did not employ a registered professional engineer. Timber Mountain advertised in the Grants Pass *Daily Courier* offering “Engineering Services” along with other bridge related activities. Timber Mountain also was listed in the Grants Pass 2005

Qwest Dex yellow pages under the category “Bridge Builders.” In part, the advertisement provides “Engineering Available,” violating ORS 672.020(1) and ORS 672.045(2).

Pearce entered into a settlement agreement in which a \$1,000 civil penalty was assessed. In addition, Pearce agreed that all future Timber Mountain advertisements would comply with ORS 672.002 to 672.325.

### **2425: Dale E. Marx (02196LS)**

#### ***Failure to File a Record of Survey***

The Board issued a Final Order finding that Marx failed to submit a record of survey for filing within 45 days, violating ORS 209.250(1) and OAR 820-030-0060.

Marx was issued a Final Order Upon Default and assessed a civil penalty of \$1,000.

### **2411: Jack E. Randell (74807LS)**

#### ***Failure to File a Record of Survey***

The Board issued a Final Order finding that Randell failed to submit a record of survey for filing within 45 days. Randell established the first boundary monuments in September 2004, but did not submit for filing in Grant County a permanent record of survey until July 2005, violating ORS 209.250(1) and OAR 820-030-0060.

Randell was assessed a civil penalty of \$1,000. However, a settlement was reached in which Randell was issued a reprimand and the penalty was waived.

### **2444: Chris C. Fischborn (01944LS)**

#### ***Right of Entry Violation***

The Board issued a Final Order finding that Fischborn performed fieldwork for a property survey in Tigard. Fischborn determined that his client’s property corner fell northwest of the existing fence corner, so he crossed over the fence. Fischborn found that the neighbor’s shed near the property line would have to be moved to set a monument. He proceeded towards the

## Investigation and Enforcement Law Enforcement Cases with Sanctions, July 15, 2005–September 6, 2007

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neighbor's house when the property owner met him. Fischborn did not first attempt to provide in-person notice to the neighbor, nor did he provide written notice of entry in a conspicuous place, violating ORS 672.047(4).

Fischborn entered into a settlement agreement in which a \$1,000 civil penalty was assessed.

### **2445: Paul Tomkins (02360LS)**

#### ***Right of Entry Violation***

The Board issued a Final Order finding that a USKH, Inc., crew under Tomkins's supervision and control was to perform land-surveying services. During the survey, the crew determined that a property corner was located within a fenced garden area occupied by an adjoining property owner. A crewmember went around the fence, opened the backyard gate, crossed the yard, and descended steps into the garden area where a monument was set with a yellow plastic cap and a wooden stake. The field crew did not first attempt to provide in-person notice to the neighbor, nor did they provide written notice of entry in a conspicuous place, violating ORS 672.047(4).

Tomkins entered into a settlement agreement in which a \$1,000 civil penalty was assessed.

### **2447: Lee Hickman / AAA Fire (Unlicensed)**

#### ***Using the Engineering Seal of Another***

The Board issued a Final Order finding that Hickman was a sole proprietor doing business as AAA Fire, a construction contracting business. Hickman was a subcontractor responsible for providing the design and installation of a fire sprinkler system and each of the project's three Phase II sheets contained a copy of an engineer's seal rather than a wet seal. Hickman had cut an engineer's seal from another plan set and placed copies on each of the three plan sheets, violating ORS 672.045(3).

Hickman entered into a settlement agreement in which a \$1,000 civil penalty was assessed.

### **2451: Ronald H. Schulson (01658LS)**

#### ***Failure to File a Record of Survey***

The Board issued a Final Order finding Schulson failed to submit a record of survey for filing within the 45 days, violating ORS 209.250(1) and OAR 820-030-0060.

Schulson was assessed a civil penalty of \$1,000.

### **2462: Thomas H. Burton (00590LS)**

#### ***Unlicensed Practice of Land Surveying***

The Board issued a Final Order finding Burton engaged in the unlicensed practice of land surveying. Burton had agreed to retire his land surveying registration to settle cases 2318/2433. After the settlement agreement was signed however, Burton entered into a contract to provide land-surveying services after the effective date of the retirement of his registration. In addition, Burton submitted a record of survey for filing to the Clackamas County Surveyor that documented he had set boundary monuments after the date of his registration's retirement, violating ORS 672.025(1) and ORS 672.045.

Burton was assessed a \$2,000 civil penalty and was to provide the Board proof that he transferred all remaining work to another registered land surveyor.

**NOTE:** Some of the Oregon Administrative Rules referenced above may have been modified or changed since the violation and sanction occurred. Please consult an appropriately dated version of the OAR for a correct reading of the violation, sanction, or rules. For example, the rule governing branch offices has undergone extensive revision (OAR 820-010-0720). ☐

## OSBEELS Rule Change Public Hearing

The OSBEELS will hold a Public Hearing on March 11, 2008 at 1:00 p.m. in the conference room of the OSBEELS office, to discuss the proposed adoption and amendments to the following rules:

820-010-0236—Information to be Furnished by Registered Professional Photogrammetrist Applicants  
 820-010-0300—Refunds and Charges  
 820-010-0305—Fees  
 820-010-0325—Budget  
 820-010-0415—Nature of the Examination for Professional Engineer (PE)  
 820-010-0425—Nature of the Examination for Professional Land Surveyor (PLS)

820-010-0427—Nature of the Examination for Registered Professional Photogrammetrist (RPP)  
 820-010-0450—Branches Examined by Board  
 820-010-0605—Address Changes; Service of Notice

The last day and time for public comment is the close of Hearing on March 11, 2008. A draft of the proposed language is found on our Web site at [www.osbeels.org](http://www.osbeels.org), under “Proposed Rulemaking.” The information will also be published in the February 1, 2008 *Oregon Bulletin*. ☐

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## The Examination Reapplication Process: A Summary

Oregon Administrative Rule 820-010-0465—Application for Readmission to Examination—applies to those applicants for professional registration and for Engineering Intern (EI) and Land Surveying Intern (LSI) enrollment who did not achieve a passing grade in their first and second written examinations.

This rule states:

*Applicants for registration and for EI and LSI enrollment who did not achieve a passing grade in their first and second written examinations will, before re-admittance to a subsequent examination, be required to submit valid evidence of further preparation on their part. Such evidence should indicate the courses of study taken, special training and additional experiences gained since their last examination and must be in all cases satisfactory to the Board.*

The reapplication process is simple. First, go to the OSBEELS website for the re-application form. Read and follow the instructions carefully.

If applying for a third or subsequent attempt, the documentation must include evidence of courses of study taken and/or special training (i.e., transcripts, certificate of completion, refresher courses, study groups, verification of enrollment, etc.), and additional work experience gained since the last examination. If a NCEES diagnostic report was provided, please utilize this report to address the areas of deficiencies shown in the last examination for future study. The applicant must provide, through documentation and written explanation, of steps taken for this attempt to pass the written examination.

Once the reapplication form and supporting documentation are completed, including payment of fees, mail the complete package to OSBEELS. All fees must be paid in full prior to the review process and are non-refundable (OAR 820-010-0300). All applications must be postmarked by the stated deadline dates; **there are no exceptions**. For the Spring Examination: December 1; for the Fall Examination: June 1.

To determine eligibility, the application is reviewed by OSBEELS and consideration is taken based on the evidence and supporting

## Are You Current? Have You Moved?

If your license has expired and you have not renewed, use this form to reactivate your license. Enclose the correct fee, plus any late fee per license. **Your registration status is your responsibility.**

---

 Name

Business Name

---

 License Number

Business Address

---

 Home Address

City, State, Zip

---

 City, State, Zip

Business Phone Number

---

 Home Phone Number

Email address

Remember to certify your Professional Development hours; your renewal will be delayed if not included. Please check one of the boxes below and enclose the correct amount for renewal.

(The amounts listed are for PE/LS unless otherwise specified.)

WRE Renewal: \$40. WRE licenses are exempt from CPD requirements.

I certify that I have completed the hours required for renewal (30 for a two-year renewal).

Fee: \$80.00.

For Inactive or Retired Status, please refer to OAR 820-010-0520.

Late Fee: Please refer to OAR 820-010-0305(q) for correct amount.

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 Signature

Date

### Renewal Dates

A–F: December of odd year (2007, 2009)

G–K: June of odd year (2009, 2011)

L–R: December of even year (2008, 2010)

S–Z: June of even year (2008, 2010)

### Method of Payment

Circle one:

VISA

MasterCard

AMEX

Discover

Check

Money Order

Cashier's Check

---

 Card Number

Expiration Date

Mail to:

OSBEELS

670 Hawthorne Ave SE, Suite 220

Salem, OR 97301

## Renewal Information

### Professional Development

The Board will conduct a random audit for its registrants with regards to the Continuing Professional Development requirements in Oregon Administrative Rule 820-010-0635. The audit consists of a computerized random number generator selecting three percent of the total registered professional engineers, three percent of the total registered professional land surveyors, and three percent of the total registered professional photogrammetrists within the State of Oregon. Notification for registrants audited by the Board will be mailed in the months of May and November for review during the February and August Examinations and Qualifications Committee meetings. As provided in Oregon Administrative Rule 820-015-0026(3):

- (3) If the registrant responds to any Board notification and, if requested, completes a Continuing Education Request Form, and is not otherwise subject to Board investigation or discipline, the Board will grant a grace period provided that the registrant has failed to satisfy the Continuing Professional Development requirements by 15 or fewer PDH units.

### Company Checks

If your company sends a check for your renewal, please ensure that it includes your license number

and certification of Continuing Professional Development requirements. If these items are not included, it will delay the renewal process. Also, the Board does not accept purchase orders in lieu of payment for license renewal.

### Social Security Number on Renewal Forms

To comply with child support enforcement and tax administration law, OSBEELS requires that all applicants and licensees provide their Social Security numbers. Oregon Revised Statute (ORS) 25.785 specifically requires that the Social Security number be recorded on an application for, or form for renewal of, a license, certificate, or registration. Initial applications also require the applicant to provide their Social Security number to the Board. If you have not been issued a Social Security number, the Board will accept a written certification to fulfill this requirement.

### Deceased Licensees and Certificate Holders

If you are aware of a registrant who has passed on, please contact the Board at (503) 362-2666. The Board would like to update its records and avoid sending renewal notices and other communications to the families. ☐

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## The Examination Reapplication Process: A Summary

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documentation provided by the applicant. Applications that are incomplete, lacking documentation, and/or provide little or no evidence of courses of study taken, special training and additional experiences gained may result in a determination of ineligibility for an examination.

The applicant will receive written notification

when a re-application for re-examination is approved. Likewise, the applicant will receive written notification when a re-application is incomplete and/or, if applying to take an examination for three or more times, lacks documentation of courses of study taken, special training and additional experience since last examination. ☐

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