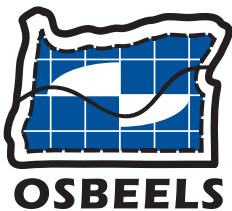


Report to the Governor & Legislative Assembly For the Biennium Ended June 30, 2021

Semi-Independent Agency

Oregon State Board of Examiners
for Engineering & Land Surveying



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Section I

Independent Auditor's Report

The Oregon State Board of Examiners for Engineering and Land Surveying engaged with Moss Adams to conduct the financial review of the agency's budget for the 2019-2021 biennium as required under Oregon Revised Statute 182.464.



Report of Independent Accountants

Oregon State Board of Examiners for Engineering & Land Surveying
Oregon Secretary of State Audits Division

We have performed the procedures enumerated below, on the accounting records noted below for the Biennium ended June 30, 2021. The Oregon State Board of Examiners for Engineering & Land Surveying is responsible for the accounting records noted below.

The Oregon Board of Examiners for Engineering & Land Surveying has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the Oregon Board of Examiners for Engineering & Land Surveying in complying with Oregon Revised Statute (ORS) 182.464. Additionally, the Oregon Secretary of State Audit Division has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures we performed and our findings are as follows:

Receiving, Recording and Reporting Transactions

1. We obtained the following list of internal controls for receiving, recording and reporting transactions. We agreed the list of internal controls to the Board's policies and procedures without exception.
 - a. Each day, the Receptionist will open and direct the mail, receipt checks on the transmittal document, and review paper license renewal applications for completeness.
 - b. Invoices:
 - i. Stamp the invoice with the date-received stamp with the current date displayed.
 - ii. Attach the invoice with any supporting documentation.
 - iii. The Receptionist will stamp and code the invoice to approve for payment and route to the Deputy Administrator for approval and processing.
 - iv. After all bills are entered for the day, the Deputy Administrator then prints checks through Quickbooks. The Deputy Administrator then reviews the checks and attaches each one to the appropriate bill/invoice. Those are all given to the Board Administrator for review and signature.
 - c. Checks:
 - i. Stamp the cover letter, order form, license renewal application, or other pertinent document with the date-received stamp with the current date displayed.
 - ii. Determine whether the check is payable for the amount required for the requested service. If not, make a note for the Accounts Specialist to follow up.
 - iii. Stamp the back of the check with the bank endorsement stamp.
 - iv. Record the check on the daily transmittal spreadsheet. Attach any checks with the transmittal form and route to the Deputy Administrator for processing.

- d. Online Applications for Licensure
 - i. When the credit card batch is reviewed for licensing/processing, the Registration Specialist will note on the credit card payment receipt that it's an applicant payment. Each applicant pays the fee before submitting the application. This alerts the Deputy Administrator to the upcoming new application.
- e. The Board Administrator has the authority to make purchases up to \$15,000 (via check, credit card or ACH) without the approval of the Board.

2. We obtained a schedule from management of all accounting transactions from Quickbooks that occurred during the Biennium ended June 30, 2021 and haphazardly selected 10 transactions. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Transactions Selected	Control A	Control B	Control C	Control D	Control E
1	N/A	N/A	N/A	✓	N/A
2	N/A	N/A	✓	N/A	N/A
3	N/A	N/A	N/A	✓	N/A
4	N/A	N/A	✓	N/A	N/A
5	N/A	N/A	N/A	✓	N/A
6	N/A	N/A	N/A	✓	N/A
7	N/A	N/A	N/A	✓	N/A
8	N/A	✓	N/A	N/A	✓
9	N/A	✓	N/A	N/A	✓
10	N/A	✓	N/A	N/A	✓
✓	= Procedure performed without exception				
N/A	= Control not applicable for this selection				
Control B: We agreed the invoice that was date stamped by the Receptionist to the approval stamp for payment by the Deputy Administrator and the Board Administrators signature for processing.					
Control C: We agreed the license renewal that was date stamped by the Receptionist to the approval stamp by the Registration Specialist and the daily deposit sheet that was approved by the Deputy Administrator.					
Control D: We noted the credit card batch for on-line licenses was prepared by the Registration Specialist and reviewed by the Deputy Administrator.					
Control E: We noted the Board Administrator had approved the check or credit card payment.					

Cash Handling

The Oregon Board of Examiners for Engineering & Land Surveying does not generally receive cash or disburse cash, thus no procedures were performed over Cash Handling.

Licensing Individuals

3. We obtained the following list of internal controls for licensing individuals. We agreed the list of internal controls to the Board’s policies and procedure without exception.
 - a. Individual applications that are received by US Mail are date stamped when received. Applications that are submitted electronically will have a date completed within the record history.
 - b. Individual applications are reviewed for completeness and approved by the Registration Specialist. If requirements are met, the application is sent to the Deputy Administrator or Board Administrator for review and approval.
 - c. Approved individual applications and firm applications are sent an approval letter via US mail, generated by the database system and signed by the Board Administrator.
 - d. Applications denied or withdrawn provide support for why application was denied or withdrawn. Withdrawn applications are noted in the system by the Registration Specialist. Application denials must be decided by the Board and will be recorded as such in the record. Withdrawn applications do not go in front of the Board.

4. We obtained a schedule from management of all licenses issued, denied, or withdrawn during the Biennium ended June 30, 2021 and haphazardly selected 7 licenses issued and 3 licenses denied or withdrawn. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Licensees Selected	Control A	Control B	Control C	Control D
1	✓	✓	✓	N/A
2	✓	✓	✓	N/A
3	✓	✓	✓	N/A
4	✓	✓	✓	N/A
5	✓	✓	✓	N/A
6	✓	✓	✓	N/A
7	✓	✓	✓	N/A
8	N/A	N/A	N/A	✓
9	N/A	N/A	N/A	✓
10	N/A	N/A	N/A	✓
✓	= Procedure performed without exception			
N/A	= Control not applicable for this selection			
Control A: We noted a date stamp on all applications and registrations.				
Control B: We noted the Registration Specialist's signature on the application.				
Control C: We noted Approval Letter signed by Board Administrator.				
Control D: We noted the withdrawn application was noted in the system.				

Bank Reconciliations

5. We confirmed bank balances with financial institutions that the Board uses as of June 30, 2021. We agreed the confirmations to the June 30, 2021 bank reconciliations without exception.

6. We obtained the following list of internal controls over bank reconciliations. We agreed the list of internal controls to the Board's policies and procedures without exception.
- No later than the 15th of each month, the Support Manager reconciles the Operating Funds account and the Public Funds account and prints the QuickBooks audit report. The reconciliation packet is given to the Deputy Administrator.
 - No later than the 20th of each month, the Deputy Administrator reviews and initials the reconciliation documents. Once approved, the Deputy Administrator gives the packet to the Administrator.
 - No later than the 25th of each month, the Administrator reviews and initials the reconciliation documents and the checks written that month. The Administrator will also review and initial the QuickBooks audit report.
 - Before the end of the month, the Administrator will communicate with the Board President the monthly financial documents are available for review. At a minimum, when present at the Board office, the Board President will review and sign off on the review sheet that the monthly financial information has been reviewed and confirmed.
7. We obtained a list from management of all bank reconciliations for the Biennium ended June 30, 2021 and haphazardly selected 3 reconciliations. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Reconciliations Selected	Control A	Control B	Control C	Control D
1	✓	✓	✓	✓
2	✓	✓	✓	✓
3	✓	✓	✓	✓
✓	= Procedure performed without exception			
N/A	= Control not applicable for this selection			
Control A: We noted the reconciliation was prepared by the Manager				
Control B: We noted the bank reconciliation was approved by the Deputy Administrator				
Control C: We noted the bank reconciliation was approved by the Administrator				
Control D: We noted the bank reconciliation was approved by the Board President				

8. We haphazardly selected 3 reconciling items from each of the bank reconciliations selected in Procedure 7 and agreed those reconciling items to supporting documentation without exception.

Revenues other than Licensing

9. We obtained the following list of internal controls over revenues other than licensing (see items 3 & 4 above for internal controls over licensing). We agreed the list of internal controls to the Board's policies and procedures without exception.
- The Manager enters the non-licensure revenue item in Quickbooks.
 - Non-licensure revenue received via Electronic Funds Transfers are automatically deposited into the Board's checking account. Non-licensure revenue received via a Check follows procedure 1c above. Monthly reconciliations are reviewed and approved.
 - The Deputy Administrator reviews the journal entry in Quickbooks and approves it.

10. We obtained a schedule from management of non-licensure revenues during the Biennium ended June 30, 2021 and haphazardly selected 10 non-licensure revenue items. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Revenues Selected	Control A	Control B	Control C
1	✓	✓	✓
2	✓	✓	✓
3	✓	✓	✓
4	✓	✓	✓
5	✓	✓	✓
6	✓	✓	✓
7	✓	✓	✓
8	✓	✓	✓
9	✓	✓	✓
10	✓	✓	✓
✓	= Procedure performed without exception		
N/A	= Control not applicable for this selection		
Control A: We noted the non licensure revenue item was entered into Quickbooks.			
Control B: We noted the revenue item was included in the bank statement and the bank reconciliation was signed by the Board Administrator as evidence of review.			
Control C: We noted the journal entry was approved by the Deputy Administrator			

Expenses

11. We obtained the following list of internal controls over expenses. We agree the list of internal controls to the Board's policies and procedures without exception.
- a. Stamp the invoice with the date-received stamp with the current date displayed.
 - b. Attach the invoice with any supporting documentation.
 - c. The Receptionist will stamp and code the invoice to approve for payment and route to the Manager for approval and processing.
 - d. After all bills are entered for the day, the Manager then prints checks through Quickbooks. The Manager then reviews the checks and attaches each one to the appropriate bill/invoice. Those are all given to the Deputy Administrator for review and signature.
 - e. The Board Administrator has the authority to make purchases up to \$2,000 (via check, credit card or ACH) without the approval of the Board.

12. We obtained a schedule from management of expenses during the Biennium ended June 30, 2021 and haphazardly selected 10 expense items. We performed procedures over the items selected to determine if the internal controls identified above were followed. The results of our procedures are included in the table below:

13.

Expenses Selected	Control A	Control B	Control C	Control D	Control E
1	✓	✓	✓	✓	N/A
2	✓	✓	✓	✓	N/A
3	✓	✓	✓	✓	N/A
4	✓	✓	✓	✓	N/A
5	✓	✓	✓	✓	N/A
6	✓	✓	✓	✓	N/A
7	✓	✓	✓	✓	N/A
8	✓	✓	✓	✓	N/A
9	✓	✓	✓	✓	N/A
10	✓	✓	✓	✓	N/A
✓	= Procedure performed without exception				
N/A	= Control not applicable for this selection				
Control A: We noted the invoice was date stamped.					
Control B: We noted supporting documentation for each invoice.					
Control C: We noted the Deputy Administrator's approval for payment.					
Control D: We noted the Board Administrator's approval of the check issuance.					

Budget and Board Financial Reporting

14. We obtained the following list of internal controls over Budgetary and Board Financial Reporting. We agree the list of internal controls to the Board's policies and procedures without exception.

- a. Every other month the Board Administrator will prepare a Finance Committee packet that contains a budget to actual report, a credit card use report, as well as an Administrator's report.

Board Reports Bi-Monthly	2019 01	2019 02	2019 03	2020 01	2020 02	2020 03	2020 04	2020 05	2020 06	2021 01	2021 02	2021 03
Control A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	= Procedure performed without exception											
Control A: We noted the Board packet contained a budget to actual report, a credit card use report, as well as an Administrator's report												

15. We reviewed the final budget to actual report for the Biennium ended June 30, 2021 and noted that actual expenditures for the biennium did not exceed budget expenditures.

16. We reviewed the budget to actual report for the Biennium ended June 30, 2021 and identified the following budget line items that exceeded 10% of total revenues or expenses. We noted that these budget line items did not have a variance exceeding 10% of total revenue or expenses for the biennium so did not perform any additional procedures. As follows:
- a. Active Renewal Revenue; actual was 9% greater than budget
 - b. PE Exam / Application Revenue; actual was 3% greater than budget
 - c. Salary and Wage – Class/Unclassified Salaries Expense; actual was 5% greater than budget
 - d. Other payroll Expense; actual was 3% over budget

We were engaged by the Oregon Board of Examiners For Engineering & Land Surveying to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on accounting records of the Oregon Board of Examiners For Engineering & Land Surveying for the Biennium ended June 30, 2021. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Oregon Board of Examiners for Engineering & Land Surveying and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

Moss Adams LLP

Portland, Oregon
March 15, 2022

Section II

Budget Comparison

Table of Beginning and Ending Balances

Source	2017-2019 Actual/Report	2019-2021 Projected/Adopted
Beginning Balance	1,879,580	1,670,710
Net Income/Loss	(208,870)	(619,038)
Ending Balance	1,670,710	1,051,672

Public Hearing Process

The Board adopts its budget through the Rulemaking Process. The Administrator and the Deputy Administrator work closely with the Board's Finance Committee to determine the level of revenue required to support the programs that the Board is mandated by law to administer. Once the revenue requirements are determined, a review of resources is conducted and a proposal is submitted to the Board. If necessary, fee adjustments are considered. The expenditure limit is contained in rule and is set out in a Notice of Proposed Rulemaking. The Notice includes an invitation to the public to submit comment. The Board received no comments. Prior to the adoption, amendment, or repeal of any rule, the Board publishes these forms in the Oregon Bulletin (referred to in ORS 183.360) at least twenty-one (21) days prior to the effective date. Subsequently, a Certificate and Order is filed with the Archives Division, Secretary of State and within ten (10) days a copy is filed with Legislative Counsel. The Board follows the process contained in the Administrative Law Manual and the Budget Hearing Process of the Board contained in OAR 820-080-1000.

Material Change During the Biennia

In November 2018, the agency's longtime Administrator was put on Administrative Leave pending an investigation. At the conclusion of the investigation, the Board determined that it would terminate the Administrator and proceed with a Forensic Audit. This forensic audit and investigation was conducted in cooperation with the Department of Justice and Ernst & Young, LLC. The forensic audit report was provided to the Legislative Fiscal Office in July 2020. In October 2019, Jason Barbee joined the agency as the Administrator of the agency after serving as the Unemployment Insurance Division Deputy Director for Policy and Operations with the Oregon Employment Department.

One of the highest priorities the Board directed Mr. Barbee to accomplish was to engage a contractor to replace the outdated and non-functioning licensing system. Although these types of system replacements can take a year or more to procure and a year or two to implement, the agency had the new system up and running in the Fall of 2021.

With these two events, the Forensic Audit and development of the new system, it was determined initial projected expenses within the budget would exceed forecasted revenues and cause the Board to use a majority of the agency's reserve fund in the next 2-3 biennia. Further, with the timing of costs, the Finance Committee recommended the Board increase the spending limit for the 2019 – 2021 biennium in Oregon Administrative Rule (OAR) 820-080-1000. The Board approved moving forward with the rulemaking during the March 12, 2019 Board meeting. The Notice for this rulemaking was filed on March 22, 2019, published in the April 2019 Oregon Bulletin and filed permanently on May 15, 2019. No public comments were received.

2019 – 2021 Biennium Budget Process

Date	Description of Action
February 15, 2019	Finance Committee discussion.
March 12, 2019	Board review, discussion, and approval to proceed with rulemaking for the 2019 – 2021 biennium budget.
April 1, 2019	Rulemaking Notice published in Oregon Bulletin. Notification to public pursuant to OAR 820-001-0000 and information posted to the OSBEELS Web site. No hearing was requested.
May 15, 2019	Permanent rule filed with Archives Division; establishing \$3,510,370 as the intended limit for payment of expenses from fees, moneys or other revenue, including miscellaneous receipts, collected or received by the Board for the biennium beginning July 1, 2019.

Budget Comparison

2019-2021

	2019-2021 Adopted Budget	2019-2021 Actual	% Change Budget to Actual
Income			
4000 · Renewals - ACTIVE	3050792	2780606	91%
4090 · Delinquent Fee	93813	100110	107%
4095 · Reinstatement Fee - Retired	3750	5194	139%
4095 · Reinstatement Fee - Inactive	3750	875	23%
4100 · PE Exam / Application Fee	519384	532960	103%
4200 · PLS Exam / Application Fee	12800	18280	143%
4300 · RPP Exam / Application Fee	0	0	0
4400 · CWRE Exam / Application Fee	2200	1440	65%
4500 · EI Enrollment	22400	21735	97%
4600 · LSI Enrollment	1200	1260	105%
4700 · Rescore Requests	500	300	60%
4750 · Wall Certificate	72912	75145	103%
4800 · Pocket Card	70	130	186%
4850 · Civil Penalties	63906	95170	149%
4900 · Miscellaneous Income	23283	26859	115%
4950 · Symposium Registration Fee	35418	36513	103%
9000 · Interest Income	13391	13444	100%
Total Income	3,919,569	3,710,022	95%
Expense			
5000 · Employee Salaries and Benefits	2703402	2798352	104%
5200 · Lease Payment	296288	306942	104%
5250 · Security Services	1771	2785	158%
5300 · Office Expenses	86722	83267	96%
5400 · Professional Services	319498	286441	90%
5480 · Wellness	1174	579	49%
5500 · Meeting Expenses	26623	19070	72%
5600 · Insurance	13996	13994	100%
5700 · Travel Expenses	27102	22147	82%
5800 · Telecommunications	14848	17205	116%
5825 · DAS IT	83315	86278	104%
5900 · Examination Expenses	29254	19554	67%
5950 · Symposium Expenses	33779	34228	101%
6000 · Credit Card and Processing Fees	84300	76227	90%
Total Expense	3,923,031	3,932,665	100.25%
Net Income	-3462	-222643	

Budget

2021-2023

	2019-2021 Adopted Budget	2021-2023 Requested Budget
Income		
4000 · Renewals - ACTIVE	3050792	3166000
4090 · Delinquent Fee	93813	95000
4095 · Reinstatement Fee - Retired	3750	3750
4095 · Reinstatement Fee - Inactive	3750	3750
4100 · PE Exam / Application Fee	519384	520000
4200 · PLS Exam / Application Fee	12800	14500
4300 · RPP Exam / Application Fee	0	0
4400 · CWRE Exam / Application Fee	2200	1040
4500 · EI Enrollment	22400	20000
4600 · LSI Enrollment	1200	1200
4700 · Rescore Requests	500	500
4750 · Wall Certificate	72912	73000
4800 · Pocket Card	70	0
4850 · Civil Penalties	63906	25000
4900 · Miscellaneous Income	23283	23000
4950 · Symposium Registration Fee	35418	60000
9000 · Interest Income	13391	4000
Total Income	3,919,569	4,010,740
Expense		
5000 · Employee Salaries and Benefits	2703402	3523208
5200 · Lease Payment	296288	297700
5250 · Security Services	1771	2200
5300 · Office Expenses	86722	58200
5400 · Professional Services	319498	261161
5480 · Wellness	1174	3000
5500 · Meeting Expenses	26623	32300
5600 · Insurance	13996	38372
5700 · Travel Expenses	27102	48000
5800 · Telecommunications	14848	25000
5825 · DAS IT	83315	78768
5900 · Examination Expenses	29254	26000
5950 · Symposium Expenses	33779	50000
6000 · Credit Card and Processing Fees	84300	90000
Total Expense	3,923,031	4,629,777

Section III

Rule Making Activities

In accordance with ORS 182.472(3), following are temporary and permanent rule actions taken by the Board during the 2019-2021 biennium.

OAR 820-010-1000 & OAR 820-010-1010

Revisions includes the 1973 administration of the California civil engineering examination as qualifying for registration as a professional engineer.

OAR 820-010-4000

Removed language allowing submission of an NCEES Record in lieu of certain forms with the application for registration. The NCEES Record does not contain sufficient information to determine if an applicant meets the minimum qualifications for registration as a structural engineer.

OAR 820-010-1010

Removed the administration of the Acoustical Engineering examinations but provides that the Board still recognizes the examination as a qualifying examination for registration from the time it was offered. The Acoustical Engineering examination administration was suspended in 2015.

OAR 820-010-1030, OAR 820-010-2030, OAR 820-010-3030, & OAR 820-010-4030

Amended language to provide for a one-time, maximum of two-years, temporary licensure for military spouses who hold licensure in another state as a professional engineer, professional land surveyor, professional photogrammetrist, or professional structural engineer (see House Bill 3030 and Senate Bill 688, 2019 Session). The applicant must be a military spouse or domestic partner of an active member of the Armed Forces of the United States who is the subject of a military transfer to Oregon.

OAR 820-010-0505, OAR 820-010-1000, OAR 820-010-2000, & OAR 820-010-4000

Clarified requirements for applicants who are applying for registration after a registration has been delinquent for 5 years or more due to suspension or a refusal to renew.

OAR 820-010-2010

Amended language to provide testing accommodations for the Oregon Specific 4-hour Land Surveying Examination for spouses or domestic partners of military personnel who wish to be licensed as a professional land surveyor (see House Bill 3030 and Senate Bill 688, 2019 Session).

OAR 820-005-1000

Amended a name change of ABET's Applied Science Accreditation Commission to the Applied and Natural Science Accreditation Commission.

OAR 820-010-1010

Clarified that examinations are considered when the applicant has passed them no more than one year before applying for a new registration if their Oregon registration was revoked or delinquent for 5 years or more due to suspension or refusal to renew.

OAR 820-010-1020

Includes an alternative way for the Board to consider military training and experience obtained with the Air Force as qualifying for registration as a professional engineer.

OAR 820-010-2020

Revised language allows for the consideration of credits with a transfer equivalency. Minor revision to reflect a name change of ABET's Applied Science Accreditation Commission to the Applied and Natural Science Accreditation Commission.

OAR 820-010-4000

Clarified the requirements for applicants whose Oregon registration as a structural engineer has been revoked, or delinquent for 5 years or more due to refusal to renew or suspension. Language was also added to clarify "meaningful work" on significant structures.

OAR 820-020-0005

Added individuals who hold a temporary authorization to practice as subject to the Board's Rules of Professional Conduct.

OAR 820-020-0015

Removed restrictive language, revocation or suspension, from subsection and will allow the Board to consider other discipline of the license of a registrant in another jurisdiction, if the cause would be a violation of one of the Board's statutes or rules.

OAR 820-020-0030

Added additional circumstances that may be considered conflicts of interests.

OAR 820-080-1000

Updated language to include the Board's Budget Hearings Process.

OAR 820-001-0030

Allows the Board Administrator to approve contracts less than \$150,000 and with consultation of the office of the Oregon State Chief Information Officer.

OAR 820-010-1020

Revised language to allow the Board to consider a baccalaureate of engineering degree program recognized under the bilateral agreement between Engineers Canada and ABET as qualifying education and to clarify course work deficiencies that may be substituted with additional experience. Revised additional language to reflect the acceptance of experience to fulfill course work deficiencies.

OAR 820-010-0730

Further clarify the terms regulated by the Board in the rule for title use for a person not registered in Oregon but is registered in another jurisdiction.

OAR 820-010-1010

Clarified process on applying for the Forest Engineering examination. Amendments to this rule also allow the Board to change or cancel an Oregon Specific engineering examination due to a natural disaster, an emergency declaration, or at the Board's discretion

OAR 820-010-1020

The changes made in subsection (1), includes recognition of baccalaureate of engineering degrees under the Bilateral Agreement between Engineers Canada and ABET. In subsection (5), the changes continue to allow an applicant's with non-ABET degree and a NCEES Credential Evaluation that was determined to be equivalent qualifying education. The amended language clarifies that NCEES determines the course work is equivalent to the NCEES Engineering Education Standard and not specifically to the requirement in subsection (1) of this rule. Lastly, the amendment in subsection (6) allows applicants who have a non-ABET degree and a NCEES Credentials Evaluation that was determined to be not equivalent to the NCEES Engineering Education Standard, to use professional experience when they are lacking the minimal education qualifications.

OAR 820-020-0045

Provides additional definitions and more clarification to the rule of professional conduct for professional registrants.

OAR 820-050-0010

Changes were housekeeping in nature; removed language that referred to the "grace period" for obtaining the required continuing professional development hours since this is no longer offered to registrants.

OAR 820-025-0015

Provides guidance on how registrants can be in compliance with the requirements for sealing and signing documents and those of the permitting office where plans are submitted.

OAR 820-001-0025

Repealed. Language combined in OAR 820-001-0030.

OAR 820-001-0030

Revised the purchasing and contracting rules of the Agency.

OAR 820-080-1000

Revised s the limit of the Board's expenditures for the 2019-2021 biennium from \$3,510,370 to \$3,950,000.

Section IV

Consumer Protection

OSBEELS is directed by an eleven member, Governor appointed, Board. Members of the Board and staff carry out the agency's mission through various programs and activities aimed at promoting consumer protection and increasing public awareness around the licensed professions of engineering, land surveying, and certified water right examination. The following reflects the Board's commitment to safeguarding the life, health, and property of the public.

Process or Service Delivery Improvements

The OSBEELS understands the significance of delivering services to members of the professional and public communities in a manner that promotes efficiency and accuracy. As an agency composed of 16 staff members that serves over 25,000 registrants and certificate holders and operates within a state that boasts a population of over 4 million people, our approach to agency processes is critical to meet the volume of requests our agency receives and processes. Committed to improving our service and processes, OSBEELS recognizes the importance of not only receiving feedback but also taking the time to address concerns and make the necessary improvements. This subsection will review the agency's efforts in the previous biennium to improve the delivery of our services and processes.

Registrant and Public Surveys

OSBEELS develops and distributes several surveys to registrants on an annual basis in order to gather feedback on perceptions, events, and customer service. Responses from these surveys are reviewed by Board members and staff, and any necessary changes to agency services, processes, and events are considered.

During the 2019-2021 biennium, OSBEELS distributed a customer service survey to all state registrants on an annual basis. Service areas put forth in the survey include overall customer service experience, staff responsiveness, the registration and license renewal processes, agency communications, and professional regulation processes. Regularly receiving thousands of responses, OSBEELS has leveraged the annual survey to improve its approach to communications, internal processes, and customer service.

The OSBEELS has also developed surveys related to proposed policy changes and agency-hosted events to garner feedback from registrants and attendees. Over the previous biennium, registrants and public members have indicated these feedback processes allow individuals to feel valued and heard by the Board and agency staff.

Customer Service and Communications Standards Agreement

As representatives of OSBEELS to state registrants and the public, our staff understands the importance of providing the best customer service possible. In the previous biennium, the Board and agency staff developed a Customer Service and Communications Standards Policy to outline instructions and expectations for staff when conducting their day-to-day customer service activities. Examples of service areas addressed within the policy include; expectations when answering phones, receiving and responding to emails, and working with international customers. The goal of this agreement was to provide staff with instructions and resources to deliver consistent and quality customer service to members of the public.

Due to the COVID-19 pandemic, our agency experienced significant changes to agency operations, from the office being closed to the public to hybrid work schedules featuring predominately teleworking schedules for some staff members. During this period our agency revisited the policy and identified efficient and practical approaches to providing satisfactory customer service to our customers and registrants during this interruption to normal operations. These efforts resulted in our customers experiencing similar levels of satisfactory and exceptional customer service from staff members as pre-pandemic years, as indicated in responses to our annual customer service survey.

Addressing Questions Submitted to the Board

Contained on the OSBEELS website is the “Submit a question or concern to the Board” form. This form allows members of the public, organizations, and state registrants to complete and submit questions or concerns to the Board regarding rules, professional conduct, licensure, and more. Once submitted, Board members and staff review to determine the appropriate action or response to take. This form provides a direct channel for our customers to submit information to the Board for consideration and, in some cases, leads to process or customer service improvements.

To ensure information from the Board’s responses are shared with other interested parties, stakeholders, and professional registrants, the OSBEELS includes responses within the agency’s quarterly newsletter, *The Oregon Examiner*.

Implementation of New Database - MyOSBEELS

In the late 1990’s, the OSBEELS developed the OSBEELS Data Management System (ODMS) to store registrant and applicant information electronically, facilitate business processes, and generate agency reports and statistics. In 2019, the ODMS program experienced wide-spread system malfunctions and failures causing extreme hardship on agency staff and their ability to deliver business services to customers. Affected areas include storing registrant information, payment processing and tracking, report generation, and confidence in all system capabilities.

In 2020, it was determined the ODMS system reached the end of its product lifecycle. Following this, the OSBEELS began the process of implementing a modernized, online application and licensing system – MyOSBEELS with a selected external vendor. Throughout implementation, the agency’s intention was to implement a database that would have a significant positive impact on how the OSBEELS interacts with members of the public, applicants, and licensed professionals in a more efficient manner with paperless processes, secure online payments, and automated functions.

In the spring of 2021, the agency’s new online database, MyOSBEELS, was launched and became available to external users. The system’s foundational functionality supports online submittals for professional registration renewals and applications for professional registration and features registrant look-up tools, the ability for users to update their registration and personal information directly from their online profile, and easily submit requests to OSBEELS staff. Since the launch several thousand registrants and applicants have created profiles within MyOSBEELS.

Throughout the transition period, agency staff have made it a priority to proactively communicate changes in services and system updates to our registrants and public members. Additional activities leading up to, and since, the launch include providing system demonstrations to professional organizations, creating tutorials, and staff prioritizing system support to users experiencing issues.

Public Outreach

OSBEELS’s approach to public outreach involves targeting three primary audiences with communication efforts. These audiences are registrants, students of all levels, and members of the public. To reach these audiences, OSBEELS develops materials for distribution, attends various events, and coordinates participation with state schools and universities. Within this subsection, we will share a summary of our efforts related to public outreach.

Social Media

OSBEELS uses Facebook to have more direct, non-formal contact with registrants and the public. The agency posts a variety of subjects on the account including Board meeting information, local and national news related to engineering, land surveying, and photogrammetry, OSBEELS participation at events, and more. The OSBEELS Facebook page can be found at <https://www.facebook.com/OSBEELS>.

Working with Professional Organizations

During the 2019-2021 biennium, OSBEELS worked frequently with professional organizations in the state of Oregon, and nationally, to develop relationships, increase outreach, and utilize an alternative channel for communicating and educating state registrants. Organizations that OSBEELS most commonly works with include the Professional Engineers of Oregon (PEO), the Professional Land Surveyors of Oregon (PLSO), the Oregon Association of County Engineers and Surveyors

(OACES), the American Council of Engineering Companies of Oregon (ACEC), and the National Council of Examiners for Engineering and Surveying (NCEES). Those groups all boast professional networks at the state and national level and provide OSBEELS the opportunity to reach a larger audience of professionals on a regular basis. Through these professional partnerships, the OSBEELS is afforded the opportunity to advertise events and news in their publications and online communication channels, participate at annual events and local chapter meetings, and respond to questions from members of the professional community directly.

Through these partnerships, OSBEELS has had the opportunity to present at the annual conferences for PEO, PLSO, and OACES. Presentation topics have included rules and policies, general overview of OSBEELS services and internal processes, and the introduction of the Board's new system, MyOSBEELS. These presentations serve as great opportunities for a large group of professionals to hear directly from Board members and agency staff on topics related to their professions and learn about the services available to them as registrants.

Consistent Messaging during COVID-19 Pandemic

The COVID-19 pandemic caused an unprecedented interruption to service and processes throughout the state and the impact it had on OSBEELS was no different. During the spring of 2020, the agency closed its office to the public, employees transitioned to remote work, monthly Board meetings were shifted to virtual meetings, and in-person professional licensing exams were put on hold. Since the initial interruption to services, the agency placed an emphasis on providing timely updates to our customers and public members. These activities included frequent news releases to communicate areas of service effected and how the agency would be carrying on with its core business activities during the pandemic. Routine updates were posted to the agency website and social media pages to help broaden the reach of our communications and increase awareness.

The results of these efforts were captured in our annual customer service surveys when survey respondents indicated satisfactory outcomes when reaching out to the office, receiving responses, and interacting with staff members via electronic communications.

Education Programs

The Board and staff members regularly deliver presentations to professionals, students, and members of the public to promote awareness around our agency's regulated professions and consumer services. This section will outline OSBEELS's efforts related to public and registrant education.

Annual Symposium

Registrants are required to complete 30 professional development hours (PDH) each biennium as a condition of renewal of their registration. Continuing professional development allows registered professionals to maintain their competency as techniques and technologies steadily advance and change. Routine education in topics related to ethics, laws and rules, current issues within the professions and emerging equipment, and practices helps ensure that Oregon registrants are proficient in the services they are providing the public. To assist in these efforts, OSBEELS hosts an annual professional development Symposium that offers low-cost PDHs to registrants. The presentations are delivered by subject matter experts on topics most relevant to engineering, land surveying, photogrammetry, and water right examination.

The 2019 Symposium featured topics related to projects restoring landmarks throughout Oregon and creating new ones. The daylong event welcomed over 240 attendees and featured presentations from a variety of private and public organizations and registered professionals. Specific topics addressed during the 2019 Symposium included:

- The implementation of a new stormwater management system in Lake Oswego, OR
- Surveying history of Oregon State Parks
- The development of the whitewater park in Bend, OR
- The Oregon Department of Transportation's statewide transportation improvement project

Due to the COVID-19 pandemic, the 2020 Symposium shifted to being held virtually for the first time in conference history. The virtual format provided significant expense reductions and allowed professional registrants from across the region to attend. Benefiting from the virtual format and reduced registration fee, the 2020 Symposium welcomed over 430 attendees as year-to-year attendance increased for the 4th consecutive year. Specific topics addressed during the 2020 Symposium included:

- Landslide research in Oregon
- Designing communities for wildfire resilience
- The PAE living building
- Engineering Ethics
- Portland State University's Viking Pavilion retrofit and renovation
- Electronic & Digital signatures

By offering the annual Symposium, OSBEELS demonstrates a commitment to assisting its registrants in offering quality professional services in Oregon. Following each symposium, a survey is distributed to attendees in order to receive feedback on the event organization, presenters, and ideas for future Symposiums. Registrant feedback has been primarily positive regarding the event.

National Engineers and Surveyors Week

National Engineer and Surveyors weeks take place in February and March, respectively. Though these national recognition weeks occur in different months, they provide OSBEELS and individuals from both professions the chance to give back to their communities and participate in activities with youth. OSBEELS participated in numerous activities this past biennium aimed at increasing awareness among students and celebrating the work of our state's registrants.

In 2020 and 2021, the annual events looked a little different due to the ongoing COVID-19 pandemics. Staff and Board members managed to participate in several virtual events and activities throughout the state of Oregon. These included Board members hosting information sessions as part of the Portland-area Engineers Week Student Fair and agency staff providing presentations to AVID and STEM clubs to help interested students learn more about engineering as a profession and the preferred combination of education and experience to receive professional licensure.

These national weeks provide OSBEELS a great opportunity to raise public awareness around engineering and surveying, as well as, professional licensure. Our agency has made it a priority to increase our participation at local educational events to not only increase awareness about these professions, but to engage with students, educators, and parents and inspire their interest in STEM careers.

The Board's 100-Year Anniversary

2019 marked the 100-year anniversary of the Board's formation and first meeting. The milestone event provided the OSBEELS a unique opportunity to share details about the history of professional engineering and land surveying licensure in the state of Oregon and highlight professional achievements of the past century. Throughout the year, the agency provided historical information and materials via Board publications, social media channels, and the agency website.

The year-long celebration culminated in a special 100-year anniversary Board meeting and event held at the Oregon Museum of Science and Industry (OMSI). The celebratory event acknowledged the accomplishments of past Board members and state registrants and looked ahead to the future of our state's engineering and land surveying industries. Current and retired registrants, previous Board members, and members of the public were invited to join the celebratory event.

Publications

OSBEELS has developed various materials and publications to educate professionals about agency processes, state rules, and inform students about careers in engineering and land surveying. This section will outline publications OSBEELS has developed over the course of this biennium and distributed to thousands of students and state registrants at various events.

The Oregon Examiner

Beginning in 1988, the OSBEELS has published its newsletter, *The Oregon Examiner*, on a quarterly basis. The newsletter can be received by post mail or electronically and is one of the primary ways the Board disseminates information to state registrants, professional organizations, and interested parties. Over the course of this biennium, the Board placed an emphasis on encouraging our subscribers and registrants to elect to receive *The Oregon Examiner* digitally in order help the Board reduce its carbon footprint and reduce costs associated with the printing process.

Topics commonly covered in *The Oregon Examiner* range from summaries of OSBEELS rules and statutes, investigations and enforcement actions handled through the Board's Law Enforcement Committee, and any new information pertaining to licensure at the state and national level. Specialty topics covered in *The Oregon Examiner* in the previous biennium include retirement information, annual symposium advertising and summaries, new Board member introductions, historical interests, educational awards received by state college ABET-accredited programs, and more! To access *The Oregon Examiner* electronically, visit <http://pubhtml5.com/bookcase/lztf>.

Career Guide

OSBEELS worked with Start Engineering to develop a Career Guide for distribution to students, grades 1-12. The customized guide offers an opening letter from the Board President and also includes information about different types of engineering, careers in engineering, education information, and provides details about college scholarships. This guide has been a great resource for agency staff to distribute when attending student events, participating at academia expos, and presenting at career days. The Career Guide acts as an introduction to engineering for students and the various examples of engineering work aims to increase student's familiarity with the profession.

Licensure Flow Chart

OSBEELS developed flow charts to provide information about the licensing and renewal processes for engineering, land surveying, and photogrammetry. These handouts visually summarize the requirements for licensure in the state of Oregon and provide information about national and state resources as well. OSBEELS has primarily used these handouts at college and high school events to inform students about the path to licensure following the completion of their education. The flow charts have also helped to educate students about the type of work experience they should attempt to gain following graduation.

Reference Manual For Building Officials

In collaboration with the Oregon State Board of Architect Examiners (OSBAE), and with consultation provided by the Oregon Building Codes Division (BCD), the OSBEELS develops and distributes the Reference Manual for Building Officials. The purpose of the manual is to aid Oregon Building Officials and the public in understanding the laws governing the practices of architecture and engineering in Oregon. This information is provided as part of a continuing effort to safeguard the health, safety, and welfare of the public through proper enforcement of the legal requirements for design, supervision/observation, construction, and inspection of buildings in Oregon. To ensure content contained within the manual remains relevant, the publication is reviewed and updated accordingly every two (2) years.

Section IV – Exhibits Table of Contents

1. MyOSBEELS
2. COVID Communications
3. 2019 Symposium Summary
4. 2020 Symposium Summary
5. 100-Year Anniversary
6. Reference Manual for Building Officials

Section IV - Exhibits

1 - MyOSBEELS



Follow the QR code to signup for your account



MyOSBEELS
<https://online.mysosbeels.org>

MyOSBEELS is our new online system where you will manage your license. Signup today to apply for a license, renew a license, or make changes to your OSBEELS account.

The Oregon State Board of Examiners for Engineering & Land Surveying invites **Society of Women Engineers** members to access MyOSBEELS today!

The Oregon State Board of Examiners for Engineering & Land Surveying invites **Society of Hispanic Professional Engineers** members to access MyOSBEELS today!

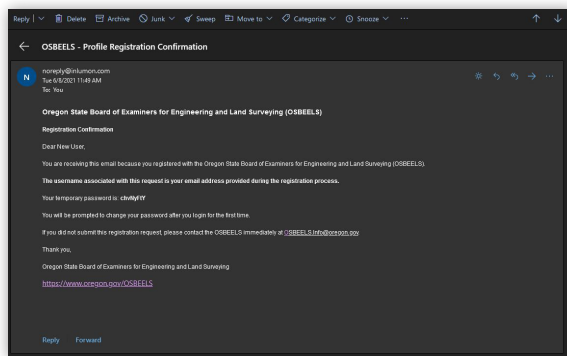
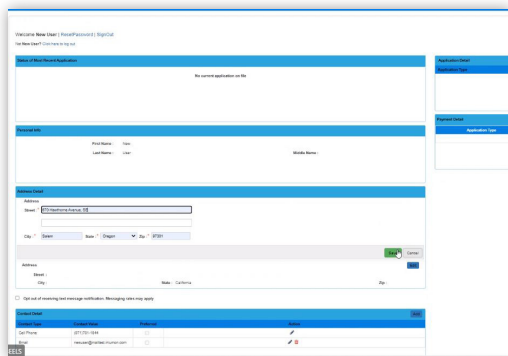
The Oregon State Board of Examiners for Engineering & Land Surveying invites **National Society of Black Engineers** members to access MyOSBEELS today!

The Oregon State Board of Examiners for Engineering & Land Surveying invites **Professional Engineers of Oregon** members to access MyOSBEELS today!

The Oregon State Board of Examiners for Engineering & Land Surveying invites **American Society of Mechanical Engineers** members to access MyOSBEELS today!

The Oregon State Board of Examiners for Engineering & Land Surveying invites **American Society of Civil Engineers** members to access MyOSBEELS today!

The Oregon State Board of Examiners for Engineering & Land Surveying invites **American Council of Engineering Companies of Oregon** members to access MyOSBEELS today!



Section IV - Exhibits

2 - COVID Communications

The collage displays seven official letters from OSBEELS, the Oregon State Board of Examiners for Engineering & Land Surveying. Each letter is dated and titled 'OSBEELS Response to Situation Surrounding COVID-19 and Status of Board Operations'. The dates of the letters are: March 18, 2020; April 10, 2020; April 30, 2020; July 10, 2020; August 10, 2020; April 22, 2021; and September 1, 2021. The letters describe the board's decision to close to the public, the impact on registration and renewal cycles, and the board's efforts to maintain communication with the public during the pandemic.

Maintain Social Distance

Social distancing must be consistent with guidance from the OHA:

1. Maintain a distance of six (6) feet between people, but when not practical, try to maintain the minimum of three (3) feet
2. Cancel events of more than 25 people where maintaining three (3) feet of social distance is not possible

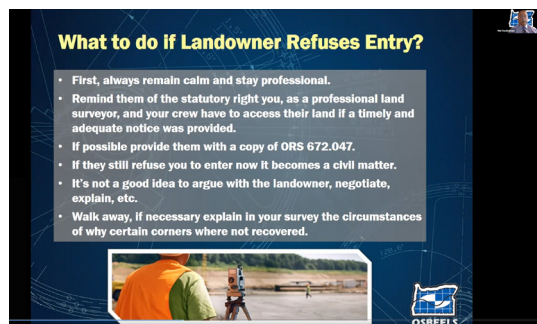
Section IV - Exhibits

3 - OSBEELS Symposium, 2019



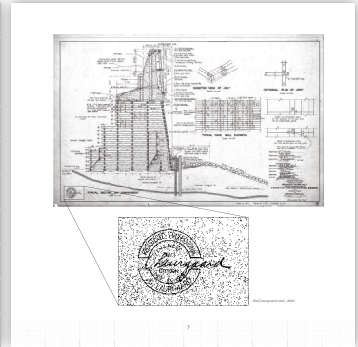
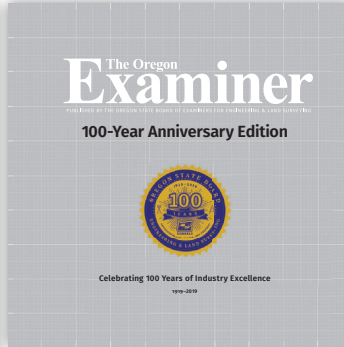
4 - OSBEELS Symposium, 2020

10 SYMPOSIUM



Section IV - Exhibits

5 - OSBEELS 100-Year Anniversary



A Brief History of the First Registered Professionals

At the turn of the century, the engineering profession in Oregon was in its infancy. The first registered professional engineers in Oregon were established in 1919. The Oregon State Board of Engineering & Land Surveying (OSBEELS) was created to regulate the profession and protect the public interest. The board's mission is to ensure that all registered professionals are qualified and competent to perform their duties. The board also provides a forum for the profession to discuss and address issues that affect the public interest.

Notable Oregon Structures, Landmarks, and Statistics

Lighthouses

Oregon Lighthouse Facts: 11 lighthouses remain standing on the Oregon coast.

Tillamook Rock Lighthouse

Construction on this landmark lighthouse took over 500 days to complete and it was truly a remarkable engineering feat when it was first lit in 1881 atop a stack of basalt just off the coast of Tillamook Head. The lighthouse provided service to maritime travelers for over 77 years until 1957 and was later added to the National Register of Historic Places. The rock was initially surveyed by H.S. Wheeler and construction was overseen by the U.S. Army Corps of Engineers.

Cape Meares Lighthouse, 1902
William A. Fiske Photographs Collection

10

Washington Bridge at night, 1916
Portland General Services Photograph Collection

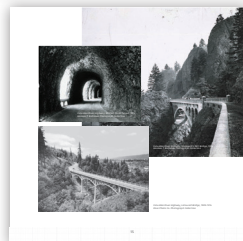
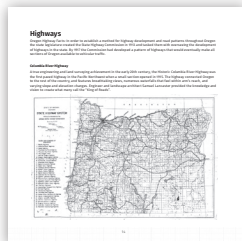
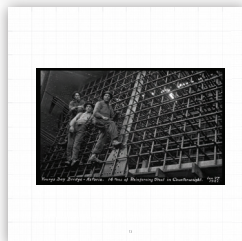
Bridges

Oregon Bridge Facts: There are more than 7,000 bridges in Oregon. Styles range from arch, beam, suspension, truss, walking and many more! One of the earliest known bridges that was constructed in Oregon was constructed on Main Street in Oregon City in the mid-1840s, prior to that there had been various log bridges constructed by early settlers and natives.

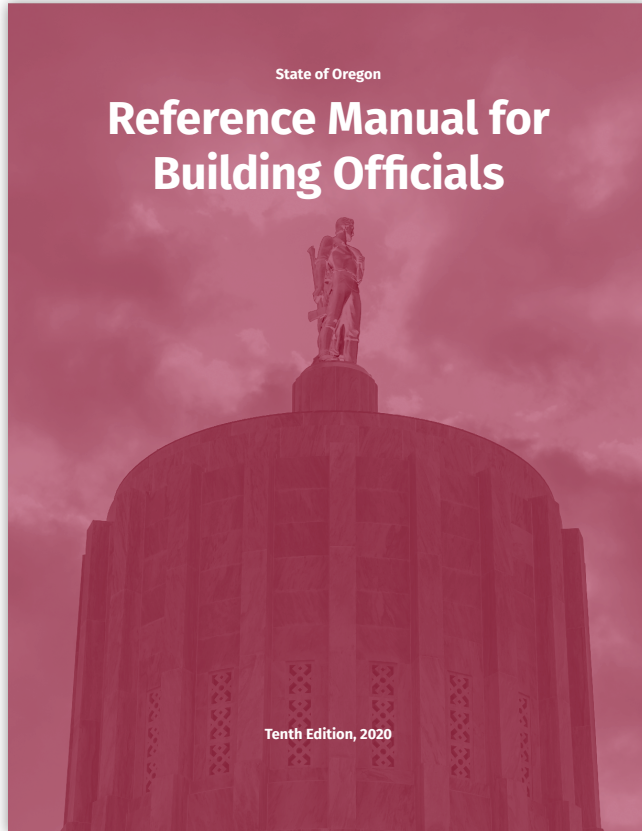
Hawthorne Bridge

The Hawthorne Bridge is a truss bridge that spans across the Willamette River in Portland. Constructed in 1910, the bridge is the oldest vertical-lift bridge in operation in the United States and one of Portland's first bridges. Hawthorne Bridge was designed by Waddell & Harrington, which also designed the steel bridge in downtown Portland and the interstate bridge that connects Oregon and Washington over the Columbia River.

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6 - 2020 Reference Manual for Building Officials



Commentary

The architect must exercise the requisite professional judgment about, and make the decisions upon, all matters embodied within the construction documents they have stamped and signed. According to ORS 671.020(5), the stamp and signature constitute

... certification that the architect has exercised the requisite professional judgment about and made the decisions upon all matters embodied within those construction documents, that the documents were prepared either by the architect or under the direct control and supervision of the architect and that the architect accepts responsibility for them.

Architects who are provided with a pre-existing set of construction documents may not simply review and sign them (OAR 806-010-0040(3)).

All construction documents issued by an architectural firm, corporation, or partnership are required by law to bear the corporate or assumed business name, in addition to the stamp and signature of the responsible architect (ORS 671.041(4)).

Professional Seal (Engineer)

Each registered professional engineer shall, upon registration, obtain a seal of the design authorized by OSBEELS. Every final document, or the cover or closing page of a bound document including but not limited to calculations, specifications, designs, reports, narratives, and maps issued by a registrant shall bear the seal and be signed by the registrant. ORS 672.020 states:

The signature and stamp of a registrant constitute a certification that the document was prepared by the registrant or under the supervision and control of the registrant.

"Final document" is defined by OSBEELS in OAR 820-025-0015.

(1) All final documents identified in ORS 672.020(2), 672.025(2), and 672.028(2) must bear the seal and signature of the registrant under whose supervision and control they were prepared.

(2) Documents that are not final documents must be marked as "preliminary," "not for construction," "review copy," "draft copy, subject to change," or with some similar wording to indicate that the documents are not intended to represent the final work product of the registrant. Documents submitted to a client, customer, public entity, or any other person, or final documents and must bear the seal and signature of the registrant under whose supervision and control they were prepared, unless such document is clearly marked as not a final document.

The following is a facsimile of the design and the lettering of the seals:

12 Reference Manual for Building Officials

1 The Practices of Architecture and Engineering

The Practice of Architecture

ORS 671.020 states:

In order to safeguard health, safety and welfare and to eliminate unnecessary loss and waste in this state, a person may not engage in the practice of architecture ... without first qualifying before the State Board of Architect Examiners and obtaining a certificate of registration ...

The "practice of architecture" means any one or combination of the following practices by a person or firm:

- Planning
- Designing
- Supervising the erection, enlargement, or alteration of any building or of any equipment (things other than for exempted buildings)

ORS 671.020(7) defines the practice of architecture as:

...the planning, designing or observing of the erection, enlargement, or alteration of any building or of any equipment (things other than exempted buildings).

The Practice of Engineering

ORS 672.020 states:

In order to safeguard life, health, and property, no person shall practice or offer to practice engineering in this state unless the person is registered and has a valid certificate to practice engineering ...

In Oregon, the "practice of engineering" means any professional services requiring:

- Engineering education, training, and experience and
- Applying special knowledge of the mathematical, physical, and engineering sciences.

The following services may be offered by an Oregon registered engineer under ORS 672.020:

- consultation, investigation, testimony, evaluation, planning, design and practice during construction, manufacture, or fabrication for the purpose of insuring compliance with specifications and design, in connection with any public or private edifice, structure, buildings, machines, equipment, processes, works, or projects.

Reference Manual for Building Officials 5

2 Considerations for Building Officials When Issuing Building Permits

Is an Architect or Engineer Required on a Project?

One of the first assessments to be done by the building official when receiving construction documents for permitting purposes is a determination as to whether or not the project is required to be designed by an architect or engineer. Besides those in the Oregon Structural Specialty Code (OSSC), there are three important provisions that come from the architecture and engineering laws and rules. The first two are "seam" and "non-seam" buildings as defined in both the architecture and engineering laws. The third one, "significant structure," is found in the engineering laws. Additionally, the person who possesses a professional registration should act in the capacity of the "Registered Design Professional in Responsible Charge" as used in the OSSC.

Exempt Buildings

The architecture and engineering laws and rules provide an area where a person who is not registered as an architect or engineer may plan, design, and supervise the erection, enlargement, or alteration of a building. These buildings are considered exempt.

The following are exempt from the architecture and engineering laws:

1. Detached single family residential dwellings.
2. Farm/structure buildings, as defined in ORS 405.300(2).
3. Structures used in connection with, or auxiliary to, single-family dwellings or farm buildings. These include but are not limited to porches, porches, terraces, decks, or structures used for housing of domestic animals or livestock. ORS 672.107
4. Any other building where the ground area is 400 square feet or less and the building is not more than 20 feet in height from the top surface of the lowest floor to the highest overhead interior finish. The architecture and engineering laws ORS 671-020 defines ground area and height limitations slightly differently as shown in brackets.

(a) As used in ORS 672.020(7) and 672.107(1)(a), "ground area" shall mean [as defined in] any project or completed structure above the ground level in combination with areas to be defined by the building. Measurements of the ground area shall be taken from the outside walls to outside walls and shall include the sum of the areas of all additions and the area of the original structure. The ground area of a building or portion thereof, not provided with surrounding exterior walls shall be the visible area under the horizontal projection of the roof of floor area.

(b) As used in ORS 672.020(7) and 672.107(1)(a), "height" shall be [as measured from the top surface of the lowest floor to the highest interior overhead finish of the structure in determining whether a building exceeds the 20-foot height limitation].

A Government is considered the "owner" whenever the subject (i.e., interior, garage, etc.).

5. Structures for repairs to a building where the structural elements of a building are not replaced, or when the occupancy or type of classification of the building, or portion of the building, has not changed.

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3 Professional Stamp and Seal Requirements for Architects and Engineers

The terms "stamp" and "seal," as used in this manual and in the engineering laws and rules, are used interchangeably. The architect laws and rules refer to them as "stamp."

Professional Stamp (Architect)

Every registered architect is required by law to obtain a stamp bearing his or her name only, together with the city and state in which the architect's principal office is located. The stamp must bear the signature, REGISTERED ARCHITECT, DATE OF EXPIRATION. The stamp may, but need not, include the architect's registration number. The following is a facsimile of the design and the lettering of the stamp.

ORS 671.020(5) states:

All drawings and the title page of all specifications intended for use as construction documents in the practice of architecture must bear the stamp of a registered architect and be signed by the architect.

OAR 806-010-0040(3) requires that the

...stamp with the registrant's manual or digital signature must appear on the title page of all drawings and every sheet of the drawings intended for permit or construction, whether or not the project is exempt ... The originals may be reproduced for permit and construction purposes.

Modifications to construction documents, additional drawings, and specifications that become part of change orders must be added to prior documents, must bear the stamp and signature of the registered architect responsible for the modifications (OAR 806-010-010).

Registered architects are required to place their stamp and signature on all construction documents relating to architectural work that they perform, whether the building or structure in question is exempt or non-exempt (OAR 806-010-0040(3)). Preliminary drawings by architects not intended to be used as construction documents are not required by law to be stamped. Only those documents that are ready to be used for construction must be so stamped and signed.

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Section V

Licensing Activities and Disciplinary Actions

Licensing Activities

Overall there was a decrease in all applications (registration, certifications, exams) due to the downturn beginning in 2020. Applications slowed when the pandemic hit, likely due to many professional projects being put on hold during this period of time. We've seen those numbers bounce back plus some in the later half of 2021.

Certifications are down for the first time since 2015. Oregon has no Engineering Intern or Land Surveying requirement for professional licensure, which is now more broadly known in the engineering/land surveying communities. The number of graduates from engineering programs and the number of Fundamentals of Engineering and Fundamentals of Land Surveying examinees was also likely impacted by the pandemic, reducing those numbers for 2020.

"Applications by comity" and "Applications by prior practice" are no longer tracked since we don't license by either of those applications anymore. This was not deleted in spreadsheet since there is still data in those rows from previous reports.

The biggest decrease is in the number of registration and certification exams conducted. No Oregon-specific exams were held in April 2020. This reduced the number of Land Surveying and CWRE examinees and applications overall. The pandemic also affected attendance when exams were held with some examinees choosing to defer their exams until they felt safer and until travel restrictions were lifted. No Forest Engineering exams were conducted in this biennium, also reducing the total number.

Registration

	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change	June 2019	% Change	June 2021	% Change
(a) The number of registration applications;	2874	-11%	2544	-22%	2374	-7%	2528	6%	2815	11%	2407	-14%
Application by first licensure	134		176		230		2052		2637		2253	
Applications by comity	1329		1463		1274		214		0		0	
Applications by exam	1143		905		870		262		178		154	
Applications by prior practice	268		0		0		0		0		0	
The number of certification applications;	1705	-39%	1900	-32%	1401	-26%	705	-50%	786	11%	655	-17%
Applications for Engineering Intern	1615		1818		1330		639		730		604	
Applications for Land Surveying Intern	70		49		44		34		37		42	
Applications for Certified Water Right Examiners	20		33		27		32		19		9	
(b) The number of registrations issued;	1632	-4%	1495	-12%	1501	0%	1717	14%	2308	34%	1828	-21%
Professional registered Engineers	1530		1396		1414		1641		78		1786	
Professional registered Land Surveyors	102		99		87		76		0		42	
Professional registered Photogrammetrists	0		0		0		0		0		0	
The number of certifications issued;	823	-24%	1023	-5%	535	-48%	639	19%	773	21%	653	-16%
Engineering Intern certification	769		972		497		586		726		604	
Land Surveying Intern certification	35		25		16		31		35		42	
Certified Water Right Examiner certification	19		26		22		22		12		7	
(c) The number of registration examinations conducted;	784	-39%	593	-53%	620	5%	179	-71%	158	-12%	81	-49%
The number of certification examinations conducted;	1062	-57%	1235	-50%	1188	-4%	692	-42%	16	-98%	8	-50%
(d) The average time between application for and issuance of registration;	79 days		78 days		75 days		43 days		52 days		46 days	

Disciplinary Actions

For the period of July 1, 2019-June 30, 2021, the Regulation Department investigated a total of 137 law enforcement cases. Of those 137 cases, 62 were opened before July 1, 2019. All of those 62 cases were closed before June 30, 2021.

75 cases were opened between July 1, 2019- June 30, 2021. Of those 75 cases, 54 were closed between July 1, 2019 and June 30, 2021. The remaining 21 cases have since been closed as well.

The Regulation Department has worked diligently to streamline its processes while still providing thorough investigations. It has reduced the average number of days from beginning an investigation to reaching a resolution by 11%.

In February of 2022, the Regulation Department had 4 active investigations, as well as 4 cases in the post-investigatory phase. All 4 of the cases in the post-investigatory phase are anticipated to be closed before this biennium report is published. In February of 2021, the Regulation Department had 6 active investigations, as well as 2 cases in the post-investigatory phase. In February of 2020, the Regulation Department had 20 active investigations, as well as 15 cases in the post-investigatory phase.

Despite the COVID-19 pandemic, OSBEELS continues to receive a steady stream of complaints, many of which are recommended by the Law Enforcement Committee to be opened for investigation. The Regulation Department has consistently lowered the number of open cases from year-to-year and increased the speed at which cases reach a resolution.

Regulation

	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change	June 2019	% Change	June 2021	% Change
(e) The number and types of complaints received about persons holding registrations; (total)	152	55%	117	-23%	157	34%	170	8%	184	8%	137	-26%
Professional engineers	86		57		93		39		58		60	
Professional land surveyors	28		9		18		40		61		43	
Professional Photogrammetrists	1		2		2		0		0		0	
Non-registrants	37		49		44		88		65		41	
(f) The number and types of all investigations conducted by allegation† category;	150	-4%	129	-14%	191	48%	196	3%	211	8%	149	-29%
Engineering w/out a license	28		26		48		67		51		29	
Failure to file a map of survey	4		2		1		6		4		2	
Incompetence in the practice of land surveying	6		4		4		10		11		1	
Incompetence in the practice of engineering	6		1		4		4		11		2	
Negligence in the practice of land surveying	8		5		4		11		20		7	
Negligence in the practice of engineering	8		3		4		3		7		5	
ORS 209 violations	6		2		1		11		12		8	
Plan stamping	3		1		0		4		5		7	
Professional conduct violation	1		1		26		27		32		38	
Resident engineer/surveyor rule	20		23		0		3		1		0	
Right of entry violations	7		6		5		9		16		8	
Surveying without a license	15		3		9		12		15		15	
Noncompliance with CPD	37		51		76		8		12		9	
Using stamp of another	0		1		2		1		2		7	
Other	1		0		7		20		12		11	
(g) The number and types of resolutions of complaints; Total number of cases closed	135	176%	110	-19%	165	50%	113	-32%	181	60%	122	-33%
Allegations unfounded	37		12		20		32		61		39	
Allegations withdrawn	1		2		3		0		2		1	
Board lacks jurisdiction	6		0		0		2		3		2	
Compliance met	8		12		29		13		14		3	
Deceased	2		1		2		2		2		0	
Final order issued	11		16		65		28		25		37	
Insufficient evidence	2		0		1		3		3		4	
Letter of concern issued	22		20		9		20		26		26	
Respondent unreachable	2		0		0		0		0		1	
Other	0		2		2		5		21		11	
Pending action of another jurisdiction	0		0		0		0		0		0	
Settlement agreement	43		43		29		6		23		11	
Notice of intent withdrawn	1		2		5		2		7		3	
(h) Number of Cases with Disciplinary Action(s) & Type(s);	61	205%	80	31%	125	56%	40	-68%	60	50%	53	-12%
Revoked licenses	1		1		2		8		1		1	
Surrendered licenses	4		1		1		0		0		0	
Permanently retired	2		9		11		0		2		0	
Suspended	5		12		23		5		7		5	
Coursework	0		0		0		1		2		0	
Respondent action in lieu of penalty	4		2		1		0		2		0	
Review of future work	0		0		0		0		0		0	
Reprimand	0		0		1		0		0		0	
Civil penalty	45		55		86		26		46		47	
(i) The number of days between beginning an investigation and reaching a resolution	485	-13%	512	6%	525	3%	382	-27%	389	2%	345	-11%

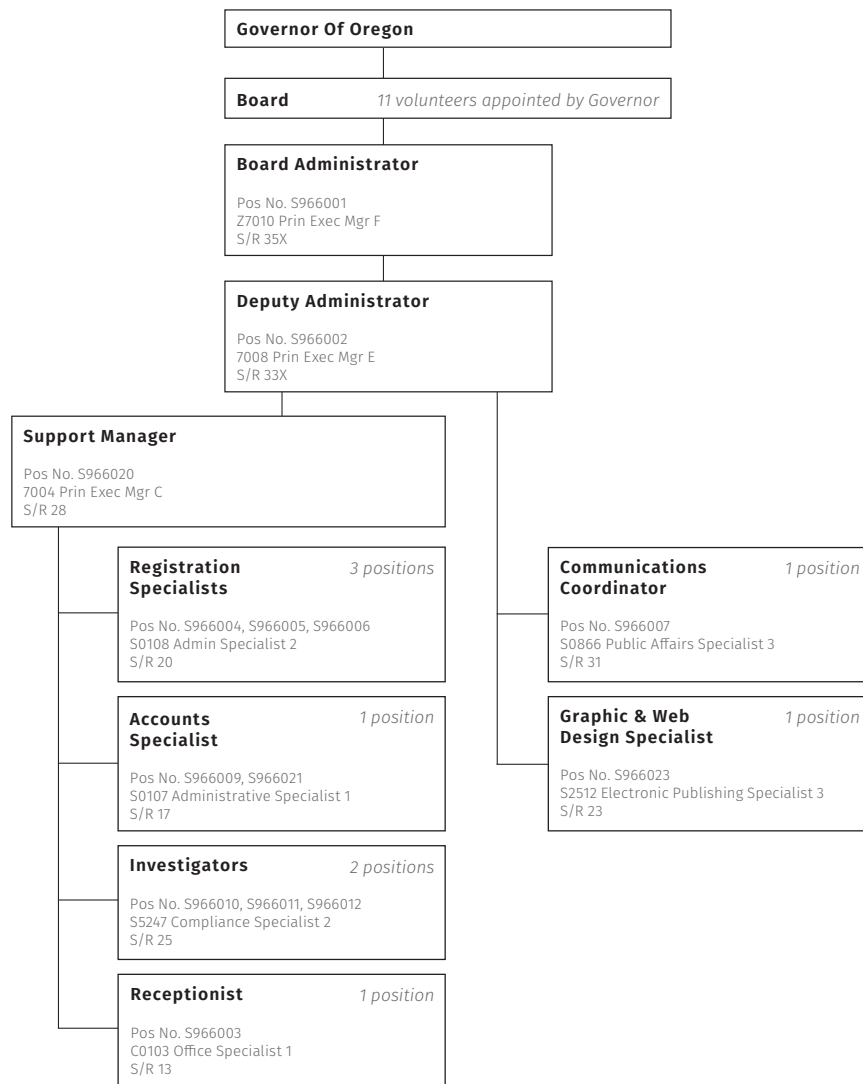
Section V - Combined

	June 2019	% Change	June 2021	% Change
(a) The number of registration applications;	2815	11%	2407	-14%
Application by first licensure	2637		2253	
Applications by comity	0		0	
Applications by exam	178		154	
Applications by prior practice	0		0	
The number of certification applications;	786	11%	655	-17%
Applications for Engineering Intern	730		604	
Applications for Land Surveying Intern	37		42	
Applications for Certified Water Right Examiners	19		9	
(b) The number of registrations issued;	2308	34%	1828	-21%
Professional registered Engineers	78		1786	
Professional registered Land Surveyors	0		42	
Professional registered Photogrammetrists	0		0	
The number of certifications issued;	773	21%	653	-16%
Engineering Intern certification	726		604	
Land Surveying Intern certification	35		42	
Certified Water Right Examiner certification	12		7	
(c) The number of registration examinations conducted;	158	-12%	81	-49%
The number of certification examinations conducted;	16	-98%	8	-50%
(d) The average time between application for and issuance of registration;	52 days		46 days	
(e) The number and types of complaints received about persons holding registrations; (total)	184	8%	137	-26%
Professional engineers	58		60	
Professional land surveyors	61		43	
Professional Photogrammetrists	0		0	
Non-registrants	65		41	
(f) The number and types of all investigations conducted by allegation category;	211	8%	149	-29%
Engineering w/out a license	51		29	
Failure to file a map of survey	4		2	
Incompetence in the practice of land surveying	11		1	
Incompetence in the practice of engineering	11		2	
Negligence in the practice of land surveying	20		7	
Negligence in the practice of engineering	7		5	
ORS 209 violations	12		8	
Plan stamping	5		7	
Professional conduct violation	32		38	
Resident engineer/surveyor rule	1		0	
Right of entry violations	16		8	
Surveying without a license	15		15	
Noncompliance with CPD	12		9	
Using stamp of another	2		7	
Other	12		11	
(g) The number and types of resolutions of complaints; Total number of cases closed	181	60%	122	-33%
Allegations unfounded	61		39	
Allegations withdrawn	2		1	
Board lacks jurisdiction	3		2	
Compliance met	14		3	
Deceased	2		0	
Final order issued	25		37	
Insufficient evidence	3		4	
Letter of concern issued	26		26	
Respondent unreachable	0		1	
Other	21		11	
Pending action of another jurisdiction	0		0	
Settlement agreement	23		11	
Notice of intent withdrawn	7		3	
(h) Number of Cases with Disciplinary Action(s) & Type(s);	60	50%	53	-12%
Revoked licenses	1		1	
Surrendered licenses	0		0	
Permanently retired	2		0	
Suspended	7		5	
Coursework	2		0	
Respondent action in lieu of penalty	2		0	
Review of future work	0		0	
Reprimand	0		0	
Civil penalty	46		47	
(i) The number of days between beginning an investigation and reaching a resolution	389	2%	345	-11%
Case resolution				
Complaint resolution				
Sufficient, Full investigation				
Insufficient complaints				

Section VI

Other Board Activities

Organizational Chart



Agency Operations

Biennia	Positions	FTE	Board Meetings	Individuals	Firms/ Business	Board Stipend	Director Salary \$/per Month
2009-2011	13	12.00	13	25,054	n/a	\$30/day	\$7,700
2011-2013	15	12.00	13	25,000	n/a	\$30/day	\$8,325
2013-2015	15	13.00	26	26,700	n/a	\$30/day	\$8,619
2015-2017	16	16.00	22	29,000	n/a	\$30/day	\$9,720
2017-2019	12	12.00	20	30,000	n/a	\$30/day	\$10,087
2019-2021	16	16.00	19	33,650	n/a	\$30/day	\$11,903
2021-2023	13	13.00	12		n/a	For qualified members, the rate provided in ORS 292.495(5)	\$12,201

Best Practices Criteria

	Yes	No
1 Executive Director's performance expectations are current.	X	
2 Executive Director receives annual performance feedback.	X	
3 The agency's mission and high-level goals are current and applicable.	X	
4 The board reviews annual performance progress report.	X	
5 The board is appropriately involved in review of agency's key communications.	X	
6 The board is appropriately involved in policy-making activities.	X	
7 The agency's budget aligns with mission and goals.	X	
8 The board reviews all proposed budgets.	X	
9 The board periodically reviews key financial information and audit findings.	X	
10 The board is appropriately accounting for resources.	X	
11 The agency adheres to accounting rules and other relevant financial controls.	X	
12 Board members act in accordance with their roles and public representatives.	X	
13 The board coordinates with others where responsibilities and interests overlap.	X	
14 The board members identify and attend appropriate training sessions.	X	
15 The board reviews its management practices to ensure best practices are utilized.	X	
Total	15	0
Percentage Total		100%