

interchange

Informing Professional Engineers of developments that influence their honored profession



Board Members

Frank L. Gaddy, PE
Board President
Huntington

Robert L. Wolfe, PE
Board Vice President
Charleston

Leonard J. Timms, PE
Board Secretary
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Edward L. Robinson, PE
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About the Executive Director

In June of 2002, the Board welcomed their first Executive Director. Ms. Rosier is a 1992 Civil Engineering graduate of West Virginia Institute of Technology in Montgomery, WV. Ms. Rosier went on to study at West Virginia University where she obtained her Master's Degree in Civil Engineering and began her doctorate work. When an opening became available at her alma mater, Ms. Rosier elected to return to Montgomery where she served as a faculty member in the Civil Engineering Department for eight years.

Ms. Rosier brings a great deal of professional engineering experience to the Director's position. While employed at WVUIT, Ms. Rosier became a WV licensed professional engineer in 1997. During summer months, she spent her spare time serving as a consultant on several traffic engineering projects within WV. Ms. Rosier is actively involved in many professional organizations including the American Society of Civil Engineers and NCEES, where she serves on several local, state and national committees and task forces. She continues to proudly serve as the practitioner advisor to the WVUIT ASCE Student Chapter as well as the WVUIT Society of Women Engineers charter chapter.

Ms. Rosier is also involved in her community with her most rewarding activity being a Big Sister to a local teen in the Kanawha Valley Big Brothers Big Sisters program for the last six years.

A Message From the Executive Director

Greetings from the Board and staff! As I prepared to put pencil to paper, I sat back, took a deep breath, and recalled how fast the last 18 months have passed. It seems like yesterday I was preparing a resume and meeting with the Board members to discuss my potential employment opportunity. While the decision to leave academia was a bitter-sweet one, I was excited about the possibility of working with and for the diverse group of engineers and students under the jurisdiction of the WV PE Board. After receiving the call to welcome me on staff in June 2002, we had many challenges to be addressed, including:

- Developing a comprehensive strategic plan to address the current and future needs of our stakeholders
- Relocating our office to better accommodate growing needs
- Developing and maintaining a state-of-the-art website with on-line licensure verification at the public's fingertips
- Revising the WV Engineering Laws, Rules and Regulations to meet current practice
- Improving renewal processing and accepting credit card payments
- Rebuilding a staff to provide the desired level of service to the engineering community and citizens of WV
- Improving our investigations and complaint-handling processes to better protect the public health, safety and welfare
- Providing regular educational outreach regarding licensure, professionalism and ethics to various state agencies, employers, colleges and universities

With a team of dedicated employees and Board members at the helm, I am happy to report that all of the above have been accomplished and new initiatives are underway. A summary of many of these accomplishments are presented within this newsletter for your consideration.

The WV Board and its staff have made a concerted effort in recent months to provide timely and important information to the students, faculty and engineering professionals of this state. I was recently asked to speak to a group of 100+ young WVDOT engineers from throughout WV who converged in Charleston for a few days of professional development and WV EXPO activity. While most of my presentation focused on licensure and professionalism, I closed by stating some of those faithful engineering theories that I find myself referring to day after day, as we build and strengthen our team.

- For every action there is an equal and opposite reaction
- Impact equals the change in momentum
- The whole is greater than the sum of the parts
- Energy can be neither created nor destroyed, only changed in form
- Bodies at rest tend to remain at rest
AND it is my job to make sure this doesn't happen!

On behalf of the WV PE Board and staff, I would like to thank the engineering community and citizens of this great state for your patience and consideration during this period of transition and growth. If you ever find yourself on Capitol Street in Charleston, do not hesitate to stop by our office, introduce yourself and witness the work in progress!

Board Updates

Since website development has taken precedence over the last 18 months, the WV PE Board has not published a newsletter in quite some time. With many new faces, both Board members and staff, the following information is being included to introduce those who tend to the business at hand and handle day-to-day operations of the Board.

Board Members



Frank L. Gaddy, PE

Term expires June 30, 2003

Mr. Gaddy is currently serving as Board President. He is from Huntington, West Virginia and is the founder of Gaddy Engineering.

Leonard J. Timms, PE

Term expires June 30, 2005

Mr. Timms is currently serving as the Board Secretary. He is from Bridgeport, West Virginia and the retired CEO of CNG Transmission and is now serving an elected position as the Mayor of Bridgeport.



Edward L. Robinson, PE, PLS

Term expires June 30, 2003

Mr. Robinson is a member of the Board. He is from Charleston, West Virginia and is the President and founder of E.L. Robinson Engineering in West Virginia and Ohio.

Robert L. Wolfe, PE

Term expires June 30, 2004

Mr. Wolfe is currently serving as Vice President of the Board. He is from Charleston, West Virginia and is in private practice as Robert L. Wolfe, Inc., Consulting Engineers.



Bhajan S. Saluja, PE

Term expires June 30, 2006

Mr. Saluja is a member of the Board. He is from Charleston, West Virginia, and is the President of Enviro Tank Clean, Inc. in St. Albans.

Board Updates

The WV Board is currently awaiting gubernatorial re-appointments or new appointments to fill expired terms. Interested candidates for the available vacancies need to meet the following criteria outlined by the WV Engineering Code:

- Be a citizen of the United States and a resident of this state;
- Engaged in the lawful practice of engineering as a professional engineer for at least 12 years;
- Shall have been in responsible charge of engineering projects for at least five years; and
- Hold an active registration as a Professional Engineer in West Virginia.

For those of you who have had reason to call or email our office about an application, exam result or renewal, more than likely you have spoken with either Charlotte Keller, Tara Wade, or Vicki Rose.

We hope you have received the information you needed and were pleased with their professionalism and positive attitudes. Each of these individuals work hard to provide accurate and efficient service for each of our customers.

To help you identify who can best assist you, we have listed each individual from our staff and their primary area of interest and responsibility. Please remember each staff member is cross-trained to be able to assist customers with most every need. However, if you have a specific concern, feel free to contact the individual within the Board office which appears can best answer your question.

In addition to answering numerous calls and addressing your immediate needs, they perform the critical tasks necessary for the Board to operate, such as:

- *Process thousands of renewals annually (approximately 6300 individual licensees, 1700 firms)*
- *Process and make initial evaluations of new exam, comity, and firm applications*
- *Process all exam candidates information and organize administration order semi-annually*
- *Process all accounting tasks, such as bill payment and receipt processing*
- *Prepare and send wallet cards and wall certificates for new licensees*
- *Prepare and send COA certificates for sole proprietors and firms*
- *Provide clerical and staff support to the Board members and the Executive Director*

Staff Introductions



Charlotte Keller, *Administrative Assistant*

Mrs. Keller has been an employee of the WV Board for three years. Mrs. Keller's primary responsibilities include exam/comity application processing and bill payment, as well as all correspondence with applicants prior to their approval for examination, certification or licensure.

Tara Wade, *Administrative Assistant*

Miss Wade has been an employee of the WV Board for two years. Miss Wade's primary responsibilities include licensee data base management and all correspondence with applicants once they have been approved for certification or licensure, including certificate and wallet card preparation.



Vicki Rose, *Administrative Assistant*

Mrs. Rose has been an employee of the WV Board for 18 months. Mrs. Rose's primary responsibilities include COA data base management and all correspondence with COA applicants both prior to and after approval. She is also actively involved in the PE continuing education audits.



Don Johnson, PE, *Board Investigator*

In October 2003, the Board hired Mr. Don Johnson as our first Board Investigator. Mr. Johnson is a registered professional engineer in the states of Alabama and West Virginia.

Mr. Johnson's primary focus to date includes dealing with complaints and informal inquiries, as well as leading a proactive effort to clean up issues dealing with illegal advertising in phone books and on the web. He recently

returned from NC where he received a two-day personalized training on the NC Board investigative procedures and will be attending an intense CLEAR (Council on Licensure, Enforcement And Regulation) training later this spring.



Debra L. Hamilton, *Legal Counsel*

Ms. Hamilton is the Managing Deputy Attorney General and has been employed as the Board's legal counsel for one year. Ms. Hamilton has been a great asset to our team, bringing years of experience and expertise with operations of various state regulatory boards. In addition to the necessary legal counsel



required to conduct normal Board business, Ms. Hamilton's most recent projects with the Board include assisting the Executive Director in developing new Rules and Regulations introduced in this current legislative session and, more recently, updating Procedural Rules to comply with current legal practice.

Website Availability

www.wvpebd.org

Thanks to assistance from the WV State Treasurer's Office, the WV PE Board has been live on the web since November 2002. Serving as a pilot project for the WVSTO, the WV PE Board released a state-of-the-art website providing the most current information to our licensees and the public. Many useful features were integrated and are proving to be quite popular. During the last 18 months of activity, the agency website has been revised and expanded to include more features. A brief overview of our most popular features found by visiting www.wvpebd.org includes:

Our Licensure Verification feature allows 24-hour access to confirm active registration of our professional engineers and Certificates of Authorization for their firms.

Calendar of Events

A comprehensive calendar is featured denoting all PE Board meetings and their locations, upcoming exam dates, upcoming deadlines and relevant NCEES Zone and National meetings.

Licensure Verification

Our Licensure Verification feature allows 24-hour access to confirm active registration of our professional engineers and Certificates of Authorizations for firms. An individual or firm can be located, and public information regarding that request is obtained. Often times more information is retrieved than requested because the search engine is phonetically operated which is imperative if the exact spelling of the name is unknown.

This feature was developed as an alternative to the older printed rosters that were typically out of date within a few months of printing. The Board staff is currently completing data entry for our thousands of EI certificates so that a similar feature will be available for our Engineering Interns in the near future.

Rosters

If interested in obtaining a paper copy of the complete PE or COA listings for the state, the website contains an option. Simply click on Roster Download and an alphabetized Adobe document is available for printing at your leisure. These documents are uploaded with the most current information every 60-90 days as noted in the disclaimers at the bottom of the web page. However, if the information sought cannot be found, do not hesitate to contact the WV Board Office for a real-time verification of a license or COA.

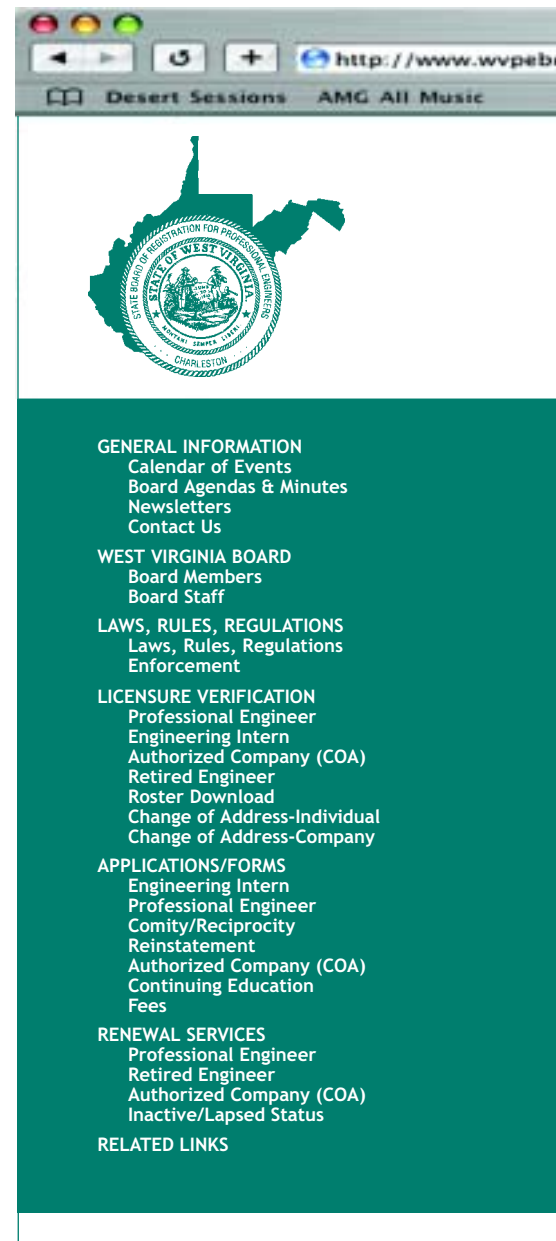
Laws, Rules and Regulations

If there is ever a question in your mind regarding the current WV Code and the engineering law in our state, the answers are at your fingertips. The website features a current copy of the WV Laws, Rules and Regulations as well as relevant information regarding legislative submissions. Links are also available for direct connection to all WV Codes through the WV Secretary of State's site.

Applications and Forms

All Board applications and forms, as well as appropriate and detailed instructions for filing, are available on the web. Whether you are interested in applying (or re-applying) for an exam, a Certificate of Authorization, or a professional engineering license by comity/reciprocity, simply visit the website and you will find what you are looking for. Two versions of our documents are available for your use. The preferred version is the Word forms that allow an applicant to complete the form on their computer and print for

signature. Adobe forms have also been made available for instances where the applicant does not have the proper software to open Word documents or if the Board requires the document to be completed by hand. By following the step-by-step "Instructions and Statement of Understanding", an applicant can complete the process with ease and submit a package to the Board with confidence that all items were present and accounted for.



The screenshot shows a web browser window with the address bar displaying <http://www.wvpebd.org>. The page features the official seal of the West Virginia State Board of Registration for Professional Engineers. Below the seal is a dark blue navigation menu with white text listing various website sections.

- GENERAL INFORMATION
 - Calendar of Events
 - Board Agendas & Minutes
 - Newsletters
 - Contact Us
- WEST VIRGINIA BOARD
 - Board Members
 - Board Staff
- LAWS, RULES, REGULATIONS
 - Laws, Rules, Regulations
 - Enforcement
- LICENSURE VERIFICATION
 - Professional Engineer
 - Engineering Intern
 - Authorized Company (COA)
 - Retired Engineer
 - Roster Download
 - Change of Address-Individual
 - Change of Address-Company
- APPLICATIONS/FORMS
 - Engineering Intern
 - Professional Engineer
 - Comity/Reciprocity
 - Reinstatement
 - Authorized Company (COA)
 - Continuing Education
 - Fees
- RENEWAL SERVICES
 - Professional Engineer
 - Retired Engineer
 - Authorized Company (COA)
 - Inactive/Lapsed Status
- RELATED LINKS



Thanks WVSTO!

Recognizing the release of the website was long overdue the Board would like to formally thank the WVSTO for their generosity and point out the tremendous cost savings experienced due to the reduction in printing and paper mailings no longer required. A significant work load reduction was also experienced by many of the Board staff, allowing them to focus on new Board initiatives and cater to our engineering community in a way that was simply not possible pre-website.

Laws, Rules and Regulations

During the spring of 2003, the Board authorized its Executive Director to proceed with a rule making process to modify the Legislative Rules (Series 1) governing the West Virginia State Board of Registration for Professional Engineers.

With the session coming to a close, it looks as though our efforts have paid off and our changes to the Series 1 - Rules and Regulations by which the Board is governed will be in effect on July 1, 2004. The Board is also currently involved in updating Series 2 - Administrative Procedural Rules which should be completed and approved at the May 2004 Board meeting. Series 2 rules are not required to go before the legislative body for approval and should go into effect in mid-summer if all goes as planned. The details of these Administrative Procedural Rules as well as the substantive Series 1 Rules changes will be outlined and enclosed in a mid-summer mailing of the

most up-to-date version of the WV Code, Rules and Regulations. As always, one may visit the Board website or the WV Secretary of State's site for the latest versions of record.

Don't get caught not knowing the requirements for you to practice in West Virginia. It is your responsibility to know the Laws, Rules and Regulations and the old adage "ignorance is no defense" holds true. As noted above, the WV Board plans to be proactive and inform you of changes to the WV Engineering Law, Legislative Rules and Administrative Procedures but you must keep current.

A special thanks to our legal counsel, Ms. Debra Hamilton, for her assistance in drafting the legislative rule changes. Also a special thanks to Ms. Meredith Gainer of ACEC/WVSPE for her bill tracking and status updates provided to the Executive Director.

Investigative Activities/ Disciplinary Actions

The WV PE Board Office receives and processes complaints regarding engineering activities. These cases can sometimes result in disciplinary or administrative actions. In future issues of this newsletter statistics and descriptions of the actions taken regarding these complaints will be provided.

Many violations of the West Virginia Law, Rules and Regulations regulating the practice of engineering could be prevented with some diligence on the part of the registrants. Engineers are required by Rule §7-1-16.3h to report possible violations and assist in their resolution. By avoiding some of the most frequent violations listed below you can increase your chances to NOT appear in this section of future newsletters.

1. Moving without notifying the Board of your change of address. Many times this leads to practicing engineering without a current registration.
2. Advertising or offering engineering services without your company having a Certificate of Authorization or not employing a WV registered engineer.
3. Not signing and sealing plans properly – or signing and sealing plans not prepared by the registrant or under the registrants' direct control and personal supervision. (Please review §7-1-11 Seals on our web site.)
4. Practicing outside of your area of expertise. Registrants may not contract to perform work or sign and seal plans that are outside of their area(s) of expertise.

2004 Renewal Season



With renewal season right around the corner, there is no time like the present to begin to prepare documentation for the 2004 annual renewal process. The WV renewal season coincides with the WV fiscal year and, therefore, all licenses and authorizations expire on June 30th of each year.

Web-based payments and e-Government provide great services and savings and the WV Board is moving in that direction!

Last year we explored the feasibility of having our customers remit renewal information and associated funds over the Internet. With the numerous changes in staff and novelty of our new website, an executive decision was made to hold off until the 2004 renewal season in order to guarantee appropriate beta testing was employed and customer service and information security could be achieved at the level desired.

Although the Internet was not utilized, let us recall some significant changes that were made available. The renewal form took on a new, more user-friendly appearance and customers were permitted to pay by cash, check, money-order and credit card. Yes...credit card! With the assistance of the WVSTO, the Board designed a remittance stub that appeared at the bottom of your renewal statement allowing it to be processed through the WV Lockbox System. Using state-of-the-art technology, the WV Lockbox Revenue Collection System is a system that receives and processes collections, records the deposit in WVFIMS and provides our agency with the underlying payment detail. Personal information from the stub along with the amount of the check or credit card charge request

is scanned and uploaded to the agency within 24-hours of receipt. A significant cost reduction was experienced due to the machine handling of renewal payment similar to that of when one pays a utility bill or vehicle registration. The cost savings are being passed along to our customers by maintaining current renewal fees with no plans for increase in the immediate future.

For details regarding continuing education requirements, see page 12.

Renewal Online!

This year, licensees and COA-holders will be able to pay renewal fees on-line

An interactive web renewal program is undergoing final testing and will be launched in late May. This secure service will be available 24 hours a day, 7 days a week once again courtesy of the cooperative agreement between our Board and the WVSTO. Not only will individuals be permitted to make payments on-line using a credit card, all relevant questions regarding current mailing address, employment status and continuing education activity will be input at the same time allowing for a complete, non-paper transaction.

Maintain Your PE Records Online!

Updating your personal information is easy via the new online web change of address form. With your help we can greatly improve record maintenance and ensure you and your employer receive necessary correspondence.

If you haven't done so, visit our web site to review, and, if necessary, update your profile. It's time to wipe out those old college dorm addresses, as well as add or update your degree information, employer, position title, and contact information such as home or office addresses, phone numbers, and e-mail addresses. Go to www.wvpebd.org and click on "Change of Address". Complete the form and submit. It's that simple!

Examination Information

New ELSEES Administration

Over five years ago, the NCEES (National Council of Examiners for Engineering and Surveying) was approached by a state board in need to assist in providing administration services. Embarking on new territory, the organization that for more than 35 years has developed, produced and scored the examinations used in the engineering and land surveying licensing process stepped forward to assist. Since that time, many state boards have stepped forward and requested assistance of Council. As the program grew, a new organization formed known as ELSEES (Engineering and Land Surveying Examination Services).

Since the beginning of our first WV exam administration decades ago, Board members and staff have organized, arranged for, ordered exams and conducted the administration of examinations every April and October. However, in November of 2003, the WV Board voted unanimously to allow ELSEES to administer the FE and PE beginning with the April 2004 exams.

Although ELSEES is located at NCEES headquarters in Clemson, SC, their services will include hiring and training local proctors to administer our exams at the same Morgantown and Charleston locations and exam candidates will virtually notice no differences. Board staff will continue to collect applications and fees, approve applicants for examination and notify candidates whether or not they are eligible for an examination. At that point in time, the WV Board staff will compile a spreadsheet with all relevant information regarding accepted candidates and

transfer that information to ELSEES.

ELSEES will then upload this data into their database and notify candidates with specifics regarding the exam administration, including, but not limited to, current exam policies, exam locations, requested time of arrival, permissible materials and exam formats.

Once the exam is completed, ELSEES will provide NCEES with exam materials for grading as traditionally provided by the WV Board immediately following the exam. Final exam results and diagnostic sheets will be returned to the WV Board for dissemination as usual. The WV Board will then issue a license (PE candidates) or certificate (FE candidates) to those acceptable candidates who have passed and meet all other qualifications.

Why would the Board make such a decision? EXAM SECURITY and LIABILITY! With the increased concern of exam security before, during and after the exam as well as the full liability assumed by the Board for receiving, storing, handling, administering, and shipping the exams back to NCEES Headquarters, the cost-benefit ratio was simply askew. Unfortunately due to the astronomical expense associated with exam development, any security breach that a Board experiences in the many facets of exam administration noted above can become the financial responsibility of that Board. With the recent need to recover legal costs and develop new exams for those that have been compromised, many states were held responsible for their mistakes and charged hundreds of thousands of dollars for the breach. Although there has never been a breach or concern with test administration in WV, the Board elected to count our blessings and move forward

and investigate contracting out such services, allowing others to resume the financial liability. While the WV Board explored many testing administration services, none could match the cost or flexibility of services offered by ELSEES.

This is a major change in business but one that affords the Board an opportunity to redirect our resources toward the many service and technology improvement projects underway in our office. The additional costs imposed by ELSEES will be minimal when compared to the normal costs incurred for securing proctors, tables, chairs, and audio equipment and technicians for exam sites in both Charleston and Morgantown.

Application deadlines remain unchanged - 60 days prior to the exam for FE applicants and 90 days prior to the PE applicants. Always remember to check our web calendar for details. Specifics of this exam administration change have been distributed to all applicants scheduled for the April 2004 examinations.

Exam Security - Calculator Policies

To protect the security of examinations, NCEES Exam Policy prohibits any electronic device or materials that could compromise the examination process, in particular those that have communicating or text-editing capabilities. Through much research, it has been determined that certain calculator models previously allowed in NCEES examination rooms could also provide powerful communication capability through the use of retrofitted cards that accept radio transmissions or through the use of infrared technology. In many instances, these models also permitted the text-

editing capabilities that enable the user to enter and store information in the memory for recall at a later time.

Beginning with the April 2004 exam administration, NCEES will strictly enforce the policy. All jurisdictions will prohibit any calculator with either text editing or communication capabilities.

Of great concern is the ability to type in text, store it in memory, and then communicate via wireless or cable connections to another calculator, personal computer, printer, or other electronic device. If a calculator model can be made to communicate through the use of modules, software, and/or other add-on devices, then this calculator is deemed to possess communication capabilities and will be prohibited.

This is not a new policy. For many years, NCEES policy has prohibited calculators that communicate or that may compromise the security of the examination.

There is no formal NCEES-approved list, but the following list is a few calculators we know are acceptable and those we know are prohibited. Please keep in mind that this list is not all-inclusive. The list is intended to be used as a guide only. Whether the calculator is acceptable depends on its capabilities. Any calculator with text-editing or communication capabilities is prohibited.

For further information, please visit the NCEES website at www.ncees.org. A list of frequently asked questions is posted, as well as an updated list of acceptable calculators. If you still have unanswered questions, please call NCEES.

Prohibited Calculators	Acceptable Calculators
Texas Instruments, TI-83, 83 Plus, and 83 Plus Silver edition Texas Instruments, TI-85 Texas Instruments, TI-86 Texas Instruments, TI-89 Texas Instruments, TI-92 Texas Instrument Voyage 200 Hewlett Packard, HP-48 series, including HP-48GX Hewlett Packard, HP-49G Hewlett Packard, HP-41 series, including HP-41CV Hewlett Packard, HP-42S Casio, CFX-9850GB Plus	Texas Instruments, TI-30 series, including TI-36X Solar, TI-30Xa, and TI-30X IIS Hewlett Packard, HP-9 series, including HP-9s and HP-9g Hewlett Packard, HP-30S Hewlett Packard, HP-32S Hewlett Packard, HP-33s Casio, FX-250-HC Casio, FX-115 MS Plus Sharp EL-506V Sharp EL-520V
Also prohibited in the exam room are land surveying data collectors such as:	
Trimble Ranger 200C Topcon Ranger or Husky models	

The NCEES Exam Policy says in part:

EP 15 Materials Permitted in Examination Room

- A. General
1. Devices or material that might compromise the security of the examination or examination process are not permitted.
 2. Non-communicating, battery-operated, silent, non-printing calculators are permitted.
 3. Calculating and computing devices having a QWERTY keypad arrangement similar to a typewriter or keyboard are not permitted. Such devices include but are not limited to palmtop, laptop, handheld, and desktop computers, calculators, databanks, data collectors, and organizers. Calculators with alphanumeric keypads are permitted.
 4. Communication devices such as pagers and cellular phones are not permitted.
 5. Only NCEES-supplied marking and erasing instruments are permitted for use in the examination room.
 6. Each candidate will be required to sign a statement that he or she will neither copy nor divulge any examination problem or solution and that any violation thereof will be sufficient grounds for invalidating the candidate's examination.

(continued on page 10)

Examination Information

(continued from page 9)

WV Pass Rates

	April 2002			October 2002			April 2003			October 2003		
	Total	Pass	% Pass	Total	Pass	% Pass	Total	Pass	% Pass	Total	Pass	% Pass
Fundamentals of Engineering (FE)	178	105	59%	165	96	58%	193	85	44%	223	111	50%
Principles & Practice of Engineering (PE)	80	43	54%	80	43	54%	70	36	51%	73	29	40%
Architectural	0	0	0%	0	0	0%	1	0	0%	0	0	0%
Chemical	1	1	100%	1	1	100%	0	0	0%	2	2	100%
Civil	51	27	53%	51	27	53%	51	26	51%	48	13	27%
Control Systems	0	0	0%	0	0	0%	0	0	0%	2	1	50%
Electrical	3	3	100%	3	3	100%	2	0	0%	4	3	75%
Environmental	5	3	60%	5	3	60%	8	7	88%	2	0	0%
Industrial	1	1	100%	1	1	100%	0	0	0%	0	0	0%
Mechanical	8	4	50%	8	4	50%	7	3	43%	6	4	67%
Metallurgical	0	0	0%	0	0	0%	0	0	0%	2	2	100%
Mining	9	4	44%	9	4	44%	0	0	0%	4	2	50%
Petroleum	1	0	0%	1	0	0%	0	0	0%	2	2	100%
Structural I	1	0	0%	1	0	0%	1	0	0%	1	0	0%

Deadlines and Exam Dates

Deadline for COMPLETE application packets to be received in our West Virginia office is always 90 days prior to the Principles and Practice of Engineering exam and 60 days prior to the Fundamentals of Engineering exam.

Type of Exam	Test Date	
	Spring	Fall
PE	4/16/04	10/29/04
FE	4/17/04	10/30/04
PE	4/15/05	10/28/05
FE	4/16/05	10/29/05
PE	4/21/06	10/27/06
FE	4/22/06	10/28/06
PE	4/20/07	10/26/07
FE	4/21/07	10/27/07
PE	4/11/08	10/24/08
FE	4/12/08	10/25/08
PE	4/24/09	10/23/09
FE	4/25/09	10/24/09



Good-bye Marcia

As many of you have called and visited the office over the past two years, you likely had the opportunity to speak with our Board Administrator, Mrs. Marcia White. Marcia joined the Board in April 2002 and

immediately took charge. Her fiery spark and "can-do" attitude was just what the Board was looking for as they prepared to move their office and charge into the 21st century.

Marcia was a dedicated employee and was largely responsible for the positive changes that have occurred. Marcia retired in July of 2003 and we now understand her time is occupied with grandchildren, auctions and antiquing in lieu of budget preparation, procurement and annual renewals! The Board wishes to formally thank her for her outstanding efforts and wish her a joyful and relaxing retirement.

FE Fee Waiver Project

In an effort to increase the number of current, full-time engineering students taking the Fundamentals of Engineering Exam, the WV State Board of Registration launched a unique pilot project for the 2003 exams.

This pilot project began after a careful budget review of the cost and number of FE exams given in WV, as well as informal surveys taken among students who were not signing up for the exam. Inevitably most of the students were experiencing cash flow

professional engineer.

No good deed goes without shortfalls. During the first fee waiver offering, our FE application numbers increased by nearly 40%! We could not have asked for more given the limited time we had to advertise the decision. However, the number showing up to take the exam was far less. Although no cost burden was experienced (the expense is in the handling and grading of the exam after completion), the Board was

The details of the pilot project were simple...all eligible, full-time students attending an accredited engineering or engineering technology program in the state of West Virginia could sign up and take the FE exam for free. Yes, FREE!

problems that coincided with the exam application deadlines. The exam application deadline is set by WV Code and is 60 days prior the exam dates in mid-April and October, the same time the academic semester begins. What else is due at the very same time...tuition, first months rent (and deposits), textbook purchases, etc. The Fee Waiver was implemented to reduce the financial burden while encouraging students to take the first step to becoming a licensed professional. Our goal was to allow them to experience the FE exam and to generate interest in becoming a

disappointed with the turnout. However, the Board and staff were determined to make this work and our numbers increased again, but absentees were curtailed by placing a stipulation on the fee waiver that should you fail to attend the exam, you would no longer be eligible for future fee waivers.

In November 2003, with two fee waiver sessions behind us and the number of examinees continuing to rise, the Board unanimously approved continuation of the FE Waiver project through April 2005.

The current guidelines for receipt of an FE Fee Waiver include the following:

- Must be an eligible full-time student
 - Undergraduate carrying 12 hours or more
 - Graduate student carrying 9 hours or more
- Enrolled in a 4-year ABET-approved engineering or technology program in West Virginia
- Received no more than two (2) fee waivers in the past
- Received a fee waiver and then failed to attend that exam (in full or part)
- Completed a one-page FE Fee Waiver form confirming the above information (which then must be verified by the applicants academic advisor or department head)

For more information on the Fee Waiver, please contact the Board office and staff will be happy to assist you.

WANTED: NCEES Item Writers

NCEES is always looking for qualified volunteers - licensed engineers - who would like to participate in the exam writing process. If you are interested in contributing to this effort, visit the NCEES website at www.ncees.org and submit a Volunteer Interest Form.

For additional details regarding the time commitment and work involved, call (864) 654-6824 and speak with NCEES Director of Examination Development John Adams.

Upcoming Activities

Continuing Education Submission, Annual Audit

The purpose of the WV Board's mandatory continuing professional competency requirements is for licensed professional engineers to demonstrate to society, professional and legislative bodies and regulatory agencies that they are committed to providing quality engineering services. To satisfy the Board's annual requirement, an engineer must earn a minimum of 15 Professional Development Hours (PDH's) per year.

Q. Is WV's Continuing Professional Competency program mandatory?

A. Yes, it is the law.

Q. What is a Professional Development Hour (PDH) and what is its relationship to a Continuing Education Unit (CEU)?

A. A Professional Development Hour (PDH) is a contact hour of instruction or presentation. It is the common denominator for other units of credit. A Continuing Education Unit (CEU) is a formally defined unit of credit customarily used for structured continuing education courses. One CEU equals 10 contact hours of instruction (therefore 10 PDHs) in a qualifying continuing education activity as defined by criteria of the International Association for Continuing Education and Training (IACET).

Q. What courses or activities typically qualify for PDHs?

A. Courses or activities with a clear technical and/or managerial purpose and learning objective that will maintain, improve, or expand skills and knowledge relevant to the PE's field of practice.

Q. How do I earn Professional Development Hours?

A. Refer to WV Rule §7-1-14 for details.

Q. Does the WV Board pre-approve courses at the registrant's request?

A. No. The WV Board recognizes the immensely diverse needs of their PE licensees and allows the PE to use his/her professional opinion to evaluate the content of the activity and determine whether or not it is satisfactory to increase their knowledge. With this said, it is important that each licensee recognize that they are responsible for maintaining accurate records to support the activity claimed should the licensee be audited. Documentation should include, but not be limited to, activity title, type of activity, sponsoring organization, location, date, duration, instructor's name and number of PDHs claimed.

Q. Did you know?

A. 351 PE renewals were audited in 2003, 9 PE's were suspended for failure to respond to the audit or provide acceptable materials

Q. What types of activities typically do not qualify for PDHs?

- A.** Regular employment activities
- A.** Real Estate licensing courses
- A.** Personal, estate or financial planning
- A.** Self study
- A.** Non-technical computer software courses
- A.** Personal self-improvement
- A.** Service club meetings or activities
- A.** Equipment demonstrations or trade show displays
- A.** Topics not relevant to licensee's profession

A. Enrollment without attendance at courses, seminars, etc.

A. Repetitive attendance or teaching of the same course or seminar

A. Attending committee meetings or general business meetings of any organization

A. Conversational language courses for personal use

A. Tours of buildings, structures, schools, museums and such unless there is a clear objective to maintain and strengthen competency in technical field

A. Judging of science fairs or assisting local scouts

NCEES Northeast Zone Meeting

The upcoming NCEES Northeast Zone meeting will be held in Portland, Maine from April 22-24, 2004. WV Board representatives will be present to meet with other state board officials from this geographic region as well as NCEES Council representatives. Other than the NCEES Annual Meeting, this is one of the rare opportunities where a diverse group of Professional Engineering and Surveying Board members and executive staff gather to discuss topics of importance to all jurisdictions. Agenda items to be covered include exam security/policies/procedures (including the latest calculator issues), legal issues, disciplinary actions and common enforcement issues, election of zone officers, relevant committee reports, and council business.

Calendar of Events - 2004

April	16	PE Exam, Charleston, WV
	17	FE Exam, Charleston and Morgantown, WV
	21-23	NCEES Northeast Zone Meeting, Portland, ME
May	17	Board Meeting, WV PE Board Office, Charleston, WV
July	26	Board Meeting, WV PE Board Office, Charleston, WV
August	2	PE Application Deadline for October 2004 PE Exam
	11-14	NCEES Annual Meeting, Cleveland, OH
	31	FE Application Deadline for October 2004 FE Exam
September	20	Board Meeting, WV PE Board Office, Charleston, WV
October	29	PE Exam, Charleston, WV
	30	FE Exam, Charleston and Morgantown, WV
November	15	Board Meeting, WV PE Board Office, Charleston, WV



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