

**Nebraska Board of Engineers and Architects**  
**Record of Board Policies – Updated September 14, 2018**

POLICY NUMBER	TITLE AND SUBJECT	MEETING DATE
16.03	<p><b>Reference Forms for E.I. Enrollment and P.E. Exam Applications</b></p> <p>Satisfactory references submitted to the Board in connection with a P.E. exam application will also satisfy E.I. enrollment reference requirements when:</p> <ul style="list-style-type: none"> <li>• The information requested by the Board from E.I. enrollment references is also requested from P.E. exam references, and</li> <li>• Both references and applications are received within a 12 month period.</li> </ul>	6/23/2016
16.02	CE Carryover from Initial Renewal Period	Policy deleted, promulgated in Rule 9.6.11 3/24/2016 12/15/2017
16.01	Renewal Disclosures Authorized to be Administratively Reviewed	Policy deleted, promulgated in Rule 1.21 3/24/2016 12/15/2017
15.01	Issuance of Temporary Permit with Certificate of Authorization	Policy deleted 6/23/2016
14.09	Web-based Continuing Education	Policy deleted, promulgated in Rule 9.2.3 6/23/2016
14.08	<p><b>Legal Services Evaluation Process</b></p> <p>The Board will form a Legal Services Committee every three years, at its first meeting of the then-current fiscal year, to evaluate the performance of the Board's Special Assistant Attorney General ("special counsel"), or at any time if requested by the Board. The Committee shall then make a recommendation to the Board at the earliest opportunity to either continue services with the current special counsel, or initiate a competitive selection process to procure legal services.</p> <p>If the Board votes to initiate a competitive selection process, the Board Chair will appoint a search committee of not less than three board members, which shall include at least one engineer and one architect. An open process in selecting consultants to provide assistance is important to the Board. The search committee will solicit qualifications from interested attorneys in a manner consistent with state law. After receiving qualifications, the search committee will consider the credentials of at least three candidates and recommend at least two candidates to the Board for its consideration. Selections are intended to be qualifications based.</p> <p>Prior to a meeting requesting Board action, the credentials of at least the top two candidates will be distributed to the full Board. Upon deliberation in a closed session, the Board will recommend a candidate to the Attorney General for appointment as special counsel. Upon such appointment, the Board will sign a formal contract for legal services with the appointee for a specific period not to exceed one year. After the term of the Special Assistant Attorney General is expired and before a new Special Assistant Attorney General is appointed, the Board may enter into a monthly contract for legal services with its last Special Assistant Attorney General until its new Special Assistant Attorney General is appointed by the Attorney General.</p>	9/26/2014 8/10/2018
14.07	<p><b>Contract Awards</b></p> <p>An open process in selecting consultants is important to the Board. Selections are intended to be qualifications based.</p> <p>The Board Chair will appoint an ad hoc committee to lead the announcement, requirements, and interview procedure used in recommending a contract award. Typically a minimum of three individuals/organizations will be identified as potential candidates by the committee. Requirements and/or specifications of the candidates will be established by the committee. Existing contractors may be included in the search list.</p> <p>Prior to the meeting requesting Board action, the credentials of at least the top two candidates will be distributed to the full Board. The Board may enter a closed session to discuss the observations and recommendation of the committee. The Board may move to award the contract or request additional information.</p>	9/26/2014
14.06	Approval of Continuing Education Audit Submittals	Policy deleted 6/23/2016
14.05	Engineering Examination Definition	Policy deleted 6/23/2016
14.04	<p><b>Disclosure Updates for Applications</b></p> <p>If an application and its disclosure statements have been signed and dated more than three months before the board meeting at which the application is to be presented for approval, a new disclosure statement may be requested by the Board.</p>	4/18/2014
14.03	Closure of Incomplete Applications	Policy deleted, promulgated in Rule 1.21 4/18/2014 12/15/2017
14.02	Forensic Engineering Licensing Jurisdiction for Testing	Policy deleted, promulgated in Rule 10.5.11 1/17/2014 12/15/2017

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14.01	<p><b>Applications Authorized to be Administratively Approved</b></p> <p>The following items have been authorized by the Board to be administratively approved and placed on the agenda in the Application section under "Administratively Approved" for regular Board meetings:</p> <ul style="list-style-type: none"> <li>• Professional engineer license applications via comity, where applicants hold an NCEES Record in good standing and meet "Model Law Engineer" or "Model Law Structural Engineer" standards as designated on the applicant's NCEES Record;</li> <li>• Architect license applications via comity, where applicants hold an NCARB Certificate in good standing;</li> <li>• Temporary permit applications;</li> <li>• Engineer Intern enrollment applications;</li> <li>• Architectural Registration Examination (ARE) applications;</li> <li>• Architectural Registration Examination (ARE) reapproval applications; and</li> <li>• Certificate of Authorization applications.</li> </ul>	1/17/2014
13.05	<p>Reapproval to Sit for the ARE after Test Authorization is Terminated</p> <p style="text-align: right;">Policy deleted, promulgated in Rule 3.4.2.2</p>	6/23/2016
13.04	<p>NCEES Credentials Evaluations</p> <p style="text-align: right;">Policy deleted, promulgated in Rule 2.2.5.6</p>	9/20/2013 12/15/2017
13.03	<p>Engineering Examination Result Reporting</p> <p style="text-align: right;">Policy deleted</p>	6/23/2016
13.02	<p><b>Professional Services Competitive Selection</b></p> <p>All service contracts for legal and legislative liaison services entered into by the board shall go through a competitive selection process at least every three years.</p>	5/10/2013
13.01	<p><b>Consent Agenda Items</b></p> <p>The following items have been approved by the Board to be placed on the consent agenda during regular Board meetings:</p> <ul style="list-style-type: none"> <li>• Minutes from past meetings; and</li> <li>• Noncontroversial action items at the discretion of the executive director and/or Board chair.</li> </ul>	4/12/2013 1/17/2014
12.06	<p>2012 CE Waiver-Hurricane Sandy</p> <p style="text-align: right;">Policy not approved</p>	7/12/2012
12.05	<p>Expert Witness</p> <p style="text-align: right;">Policy deleted; promulgated in Rule 10.5.12</p>	12/07/2012 12/15/2017
12.04	<p>Architect Experience</p> <p style="text-align: right;">Policy deleted</p>	6/23/2016
12.03	<p>Definition of "Advanced Level"</p> <p style="text-align: right;">Policy deleted, promulgated in Rule 2.3.12</p>	5/09/2012 12/15/2017
12.02	<p>Organizations Practicing without a Certificate of Authorization</p> <p style="text-align: right;">Policy deleted, promulgated in Rule 8.6</p>	3/16/2012 12/15/2017
12.01	<p>Licensure by Experience</p> <p style="text-align: right;">Policy deleted</p>	6/23/2016
11.06	<p>CE Exemption for Military Active Duty</p> <p style="text-align: right;">Policy deleted, promulgated in Rule 9.6.12</p>	10/21/2011 12/15/2017
11.05	<p><b>Per Diem for Continuing Education Audits</b></p> <p>As authorized by Neb. Rev. Stat. § 81-3429, Board members serving as reviewers for continuing education audits shall receive one per diem for such activity per year.</p>	10/21/2011

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11.04	<p><b>Sealing “As-Built” Drawings</b></p> <p>Architects and professional engineers are not obligated to seal record or “as-built” drawings. Such drawings are largely produced by, or based on information provided by, others, including information that may be concealed. It is impractical and inherently risky for design professionals to attest to the accuracy of record documents by applying a signature and seal.</p> <p>Licensees have the option of sealing record drawings but can only seal what they prepared either personally or under their direct supervision. Record drawings that represent changes not actually observed during construction should not be sealed. A licensee may include notation on record drawings as to what he can actually confirm based on information obtained through observation, interviews, samples, and other reliable sources. The notation should include the location of the signed and sealed design drawings. An example notation may be written as follows:</p> <p style="padding-left: 40px;"><i>These record drawings are a compilation of a copy of the sealed [engineering/architectural] drawings for this project and modified by addenda, change orders, and information furnished by the contractor. The information shown on the record drawings that was provided by the contractor or others not associated with the design [engineer/architect] cannot be verified for accuracy or completeness. The original sealed drawings are on file at the offices of...</i></p> <p>As an alternative, a licensee may choose to seal and sign a cover letter stating what he has determined to be “as-built” through his own research and attach it to the drawings or plans.</p> <p>The Board does not consider documentation of what was actually constructed to be the practice of architecture or engineering.</p>	8/19/2011
11.03	Engineering Experience Prior to PPE for Licensure by Reciprocity	Policy deleted 2/10/2012
11.02	Continuing Education Carryover	Policy deleted 1/13/2012
11.01	Refunds	Policy deleted 1/13/2012
10.08	Structural Engineer by Equivalency	Policy deleted 9/23/2011
10.07	Structural Engineer by Equivalency	Policy not approved, language incorporated into Policy 10.08. 12/03/2010
10.06	<p><b>Structural Exam retakes</b></p> <p>Referencing Rule Section 2.4 - An engineer PE examinee failing either the 8-hour Structural I or II exams, will be treated as a retake for the purpose of applying for the 16-hour Structural exam.</p>	12/03/2010
10.05	Coordinating Professional Clarification	Policy deleted 1/13/2012
10.04	Continuing Education Credit for NRMC participation	Policy deleted 2/24/2017
10.03	<p><b>Board Agenda Deadline</b></p> <p>All material for the Board agenda must be submitted by 8:30 a.m. at least 6 working days prior to the scheduled Board meeting.</p>	8/13/2010
10.02	Electrical and Computer Engineer Seal	Policy not approved 8/13/2010
10.01	<p><b>Elimination of pre-1984 Architect-in-Training certificates</b></p> <p>Individuals holding an “Architect in Training” certificate issued by the Board prior to July 1, 1983 shall not display or use the term “Architect in Training” in words, letters, figures, titles, sign, card, advertisement, or other symbol or device indicating or tending to indicate that he or she is certified as an architect or is authorized to practice architecture in Nebraska. These certificates have not been issued by the Board for more than 25 years. Their issuance was in recognition for achievement of a then current milestone toward becoming an architect and their issuance did not authorize the practice of architecture. The current requirements for becoming licensed and use of titles in architecture and engineering are specified in Rule Section 5.7.</p>	3/12/2010
09.08	Engineering Experience for Licensure by Reciprocity	Policy deleted, promulgated in Rule 4.1.3.1.6 8/13/2010 2/10/2012 12/15/2017
09.07	4 Strike Exam Requirement for Additional Learning	Policy deleted 1/13/2012
09.06	Engineering Examination Retake Policy	Policy deleted 1/13/2012
09.05	Remediation of Projects without Contract Documents	Policy deleted 1/13/2012
09.04	Fine Guideline	Policy not approved 10/23/2009
09.03	Public Works Exemption	Policy deleted 9/23/2011
09.02	Engineering Discipline for PPE Examination	Policy deleted 9/23/2011
09.01	Structural Equivalency Reviews	Policy deleted 9/23/2011

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08.13	HSW Complaints Policy deleted, promulgated in Rule 8.1.4	8/22/2008 12/15/2017
08.12	Reinstatement of Previous License Policy deleted	1/13/2012
08.11	Engineer Exam Proctoring Policy deleted	1/13/2012
08.10	Emeritus Board Members Policy deleted, promulgated in Rule 1.19.1	7/11/2008 1/13/2012 12/15/2017
08.09	Non-Accredited Engineer Degrees Policy deleted	1/13/2012
08.08	Cash Reserve Voided since language moved to Policy 04.01.	7/11/2008
<b>08.07</b>	<b>Code Officials and the E&amp;A Act</b> Code officials may choose to make restrictions to the E&A Act more stringent; but may not make restrictions less stringent. Code officials should have policies that are clear and consistent, regularly followed and should be written in the form of policies or guidelines to ensure that enforcement is not arbitrary or capricious. (Legal Opinion 4/17/2008, Bartle & Geier Law Firm)	5/30/2008 7/11/2008
<b>08.06</b>	<b>Engineering Discipline w/o Exam Results</b> For reciprocal licensing of engineers by discipline, an Affidavit of Specific Discipline will be accepted when there is no verification of examination from the registration authority of current licensure or NCEES record. Professional Structural Engineers are required to provide verification of passage of 16 hours of NCEES, or equivalent, structural examination.	5/30/2008
<b>08.05</b>	<b>Structural Exam Equivalency</b> With respect to Rule 2.4.4.1, satisfying any one of the professional examination conditions required to attain "Model Law Structural Engineer" status as listed in the most current NCEES Model Rules is equivalent to passing the current 16-hour NCEES Structural Engineering examination. As of August 2011, those conditions are: <ol style="list-style-type: none"> <li>1. 16 hours of NCEES structural examinations, 8 hours of which were from the SE II taken prior to January 1, 2011</li> <li>2. 16-hour state-written structural examinations taken prior to 2004</li> <li>3. NCEES SE II plus 8-hour state-written structural examinations taken prior to January 1, 2011</li> </ol> Applicants who hold an NCEES Record and are designated as a "Model Law Structural Engineer" by NCEES are eligible for expedited reciprocal licensure in accordance with Rule 4.2.3.	5/30/2008 2/10/2012
08.04	Reimbursement for Rosters/Mailing Lists Policy deleted	4/18/2014
08.03	CEU Requirement for Reinstatement of Emeritus Policy deleted	1/13/2012
08.02	Reinstatement Affidavit for Emeritus Policy deleted	1/13/2012
08.01	Engineering Discipline with Passage of Structural I Exam Policy deleted	1/13/2012
07.09	ARE Test Division Approval Policy deleted	1/13/2012
07.08	SPCC Documents Policy deleted	1/13/2012
<b>07.07</b>	<b>Filing Fee Waived for First Time Exam Applicants of the ARE</b> The application fee for re-establishing authorization to sit for the ARE is \$30.	9/14/2007 8/07/2009 9/18/2009 1/17/2014 12/15/2017
07.06	Construction Engineering Degree Acceptance Policy deleted	5/20/2011
07.05	Architectural Engineer Experience for the PE Policy deleted	6/23/2016
<b>04.01</b>	<b>Target Reserve for the E&amp;A Regulation Fund</b> For the purpose of insuring the agency against loss due to breach of examination security, pending or ongoing litigation against the board, and other unplanned expenditures; the board shall strive to maintain a cash reserve, created in NRS Section 81-3432, in the amount of two times the annual budget.	9/17/2004 7/11/2008

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03.05	Reimbursement of Educational Debt for Architectural Graduates      Policy deleted, promulgated in Rule 3.7.1	12/12/2003 7/23/2004 3/21/2008 12/07/2012 8/14/2015 12/15/2017
03.04	Reimbursement of Educational Debt for Engineering Graduates      Policy deleted, promulgated in Rule 2.7.1	12/12/2003 5/09/2012 1/11/2013 10/23/2015 12/15/2017
<b>03.01</b>	<b>Review/ Salary</b>  All board staff personnel will be evaluated annually prior to their consideration by the Salary Committee. The Executive Director will be evaluated by the Board; all other staff personnel by the Executive Director.	6/20/2003
<b>02.03</b>	<b>Board Emergency Weather Policy</b>  The Board honors the State of Nebraska Emergency Weather Policy, with the following specifics: 1) The telephone answering device will be programmed and activated in anticipation of inclement weather. 2) No employee shall attempt to reach the office at risk of their own safety or that of others. 3) Any employee unable to reach the office will be on ready to work status unless the employee requests vacation leave or leave without pay; those choosing the latter option will be permitted to make up the missed work time within the work week.	12/12/2002
<b>02.02</b>	<b>Recognition of Past Board Members</b>  An award/recognition may be presented to a departing Board member or any other person recognized for their years of service and significant contributions to the success of the Nebraska Board of Engineers and Architects. The award shall be a plaque; the cost shall not exceed \$200.00 per person, and shall be paid from Board funds.  A Board member who has served ten or more years on the Board may be presented an additional gift not to exceed \$300. (As approved by DAS Personnel March 30, 2011)	9/13/2002 7/11/2008 9/23/2011
02.01	Retainage of Previous License Number for Reinstated Expired Certificate of Licensure      Policy deleted	6/23/2016
<b>Procedure 02.01</b>	<b>Use of the Secretary's Signature</b>  The Board Secretary's Signature may be applied by computer to the following items: 1) Architectural and Engineering license pocket cards; 2) Engineer Intern Certificates; 3) Emeritus pocket cards. The signature may be applied by rubber stamp to the following items: 1) Receipts for payment of fees.	1/19/2001
<b>01.02</b>	<b>Continuing Education Offerings On The Web Page</b>  The Board will permit placement of Continuing Education Offerings, including a description and/or a link to the offeror's web page, in a special section of the board's web page. The section will have a disclaimer absolving the board of all support for the offerings, including their qualifications for credit toward license renewal.	7/13/2001 8/17/2007
<b>01.01</b>	<b>Salary Committee</b>  A Salary Committee comprising the Chairperson, the Vice Chairperson, and the Secretary of the Board shall be formed for the purpose of preparing recommendations to the Board on staff salaries. The Committee will meet prior to the June Board Meeting to consider changes in salary for the Executive Director; the Chairperson will preside. The June meeting will correspond with the fiscal year end of June 30. Changes in salary of all but the Executive Director are generally mandated by the Legislature.	7/26/1991 7/13/2001 8/17/2007 9/14/2018
<b>00.01</b>	<b>Election of Officers</b>  Regarding the election of Board officers per N.R.S. § 81-3431: <ul style="list-style-type: none"> <li>• Members cannot serve more than two consecutive years in any single office.</li> <li>• Not all three officers will be of the same profession.</li> <li>• In the event that a board officer will not or cannot serve in that capacity, an election will be held for that office for the remainder of that term.</li> <li>• An officer may be relieved from office by a majority vote of the board.</li> </ul>	3/17/2000 9/09/2016