

**Nebraska Board of Engineers and Architects**  
**Record of Board Policies – Updated May 24, 2024**

POLICY NUMBER	TITLE AND SUBJECT	MEETING DATE
24.02	<p><b>Staff Evaluations and Salaries</b></p> <p>The Executive Director will be evaluated by the Board; all other staff will be evaluated by the Executive Director in accordance with Nebraska Department of Administrative Services (DAS) Personnel procedures. Changes in pay of all staff except the Executive Director are generally mandated by the Legislature and DAS Personnel. The Board's Executive Committee, comprising the Board Chair, Vice Chair, and Secretary, will meet prior to the June Board Meeting to consider changes in salary for the Executive Director for the following fiscal year. The Committee shall prepare a recommendation to the full Board on the Executive Director's performance and salary for Board action at the June meeting.</p>	5/24/2024
23.01	<p><b>PE Exam References</b></p> <p>Applicants for the PE Examination must submit three references indicating good reputation and ethical character. None of the references must be professional engineers. Applicants will provide contact information for the reference, including the reference's name, phone number, and email address.</p>	2/16/2023
21.01	<p><b>Renewing Licenses When CE Requirement Not Satisfied</b></p> <p>Licenses will not be renewed if the license holder has not completed the continuing education requirements. (The licensee will not be able to complete the online renewal process, and paper renewals received marked that the CE requirement has not been completed will be returned to the licensee unprocessed.)</p>	1/22/2021
20.01	<p><b>January Board Meetings</b></p> <p>It is the desire of the Board to schedule its regular Board meeting in January on the first Friday immediately after the 10-day period for bill introduction in the Nebraska Legislature.</p>	3/13/2020
16.03	Reference Forms for EI Enrollment and PE Exam Applications <span style="float: right;">Policy deleted</span>	6/23/2016 7/9/2021
16.02	CE Carryover from Initial Renewal Period <span style="float: right;">Policy deleted, promulgated in Rule 9.6.11 (4/2016)</span>	3/24/2016 12/15/2017
16.01	Renewal Disclosures Authorized to be Administratively Reviewed <span style="float: right;">Policy deleted, promulgated in Rule 1.21 (4/2016)</span>	3/24/2016 12/15/2017
15.01	Issuance of Temporary Permit with Certificate of Authorization <span style="float: right;">Policy deleted</span>	1/16/2015 6/23/2016
14.09	Web-based Continuing Education <span style="float: right;">Policy deleted, promulgated in Rule 9.2.3 (4/2016)</span>	12/12/2014 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 has 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

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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 recommendations 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 <span style="float: right;">Policy deleted</span>	8/15/2014 6/23/2016
14.05	Engineering Examination Definition <span style="float: right;">Policy deleted</span>	8/15/2014 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 <span style="float: right;">Policy deleted, promulgated in Rule 1.19.1 (4/2016)</span>	4/18/2014 12/15/2017
14.02	Forensic Engineering Licensing Jurisdiction for Testing <span style="float: right;">Policy deleted, promulgated in Rule 10.5.11 (4/2016)</span>	1/17/2014 12/15/2017
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>• PE Examination applications; and;</li> <li>• Certificate of Authorization applications.</li> </ul>	1/17/2014 7/9/2021
13.05	Reapproval to Sit for the ARE after Test Authorization is Terminated <span style="float: right;">Policy deleted, promulgated in Rule 3.4.2.2 (4/2016)</span>	12/6/2013 6/23/2016
13.04	NCEES Credentials Evaluations <span style="float: right;">Policy deleted, promulgated in Rule 2.2.5.6 (4/2016)</span>	9/20/2013 12/15/2017
13.03	Engineering Examination Result Reporting <span style="float: right;">Policy deleted; see Rule 2.4.1.3 (4/2016)</span>	5/10/2013 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	2012 CE Waiver-Hurricane Sandy <span style="float: right;">Policy not approved</span>	7/12/2012
12.05	Expert Witness <span style="float: right;">Policy deleted, promulgated in Rule 10.5.12 (11/2017)</span>	12/07/2012 12/15/2017
12.04	Architect Experience <span style="float: right;">Policy deleted; see Rule 3.3.1 (4/2016)</span>	6/23/2016

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12.03	Definition of "Advanced Level" Policy deleted, promulgated in Rule 2.3.12 (11/2017)	5/09/2012 12/15/2017
12.02	Organizations Practicing without a Certificate of Authorization Policy deleted, promulgated in Rule 8.6 (11/2017)	3/16/2012 12/15/2017
12.01	Licensure by Experience Policy deleted; see Rule 4.2.4.1 and 4.3.2.1 (8/2015)	2/10/2012 6/23/2016
11.06	CE Exemption for Military Active Duty Policy deleted, promulgated in Rule 9.6.12 (11/2017)	10/21/2011 12/15/2017
<b>11.05</b>	<b>Per Diem for Continuing Education Audits</b> 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.	10/21/2011
11.04	Sealing "As-Built" Drawings Policy deleted, promulgated in Rule 6.1.9 (4/2019)	8/19/2011 5/17/2019
11.03	Engineering Experience Prior to PPE for Licensure by Reciprocity Policy deleted, see Policy 09.08	4/22/2011 2/10/2012
11.02	Continuing Education Carryover Policy deleted, promulgated in Rule 9.4.2 (12/2011)	4/22/2011 1/13/2012
11.01	Refunds Policy deleted, promulgated in Rule 1.13.2 (12/2011)	4/22/2011 1/13/2012
10.09	<b>Travel Policy</b> The E&A Act, Section § 81-3429(2), states members of the Board shall be reimbursed for all necessary and authorized expenses incident to the performance of his or her duties under the Act as provided in Sections §§ 81-1174 to 81-1177 for state employees. The Board policy covers travel by board members and staff and is updated per DAS Accounting's notifications of changes to the State Policy.	1/8/2010 10/21/2011 8/16/2013 10/18/2019 1/22/2021
10.08	Structural Engineer by Equivalency Policy deleted; provision expired 12/31/2010	12/3/2010 9/23/2011
10.07	Structural Engineer by Equivalency Policy not approved, language incorporated into Policy 10.08	12/03/2010
10.06	Structural Exam retakes Policy deleted	12/03/2010 5/17/2019
10.05	Coordinating Professional Clarification Policy deleted, promulgated in Rule 6.3 (12/2011)	4/22/2011 1/13/2012
10.04	Continuing Education Credit for NRMCA participation Policy deleted	10/29/2010 2/24/2017
<b>10.03</b>	<b>Board Agenda Deadline</b> All material for the Board agenda must be submitted by the end of business at least seven working days prior to the scheduled Board meeting.	8/13/2010 9/13/2019
10.02	Electrical and Computer Engineer Seal Policy not approved	8/13/2010
<b>10.01</b>	<b>Elimination of pre-1984 Architect-in-Training certificates</b> 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, signs, cards, advertisements, 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 the E&A Act and Rule Section 5.6.	3/12/2010 7/9/2021

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09.08	Engineering Experience for Licensure by Reciprocity Policy deleted, promulgated in Rule 4.1.3.1.6 (11/2017)	10/23/2009 8/13/2010 2/10/2012 12/15/2017
09.07	4 Strike Exam Requirement for Additional Learning Policy deleted, promulgated in Rule 2.4.1.7 (12/2011)	9/18/2009 1/13/2012
09.06	Engineering Examination Retake Policy Policy deleted, promulgated in Rule 2.4.1.2.1 (12/2011)	11/20/2009 1/13/2012
09.05	Remediation of Projects without Contract Documents Policy deleted, promulgated in Rule 8.6 (12/2011)	10/23/2009 1/13/2012
09.04	Fine Guideline Policy not approved	10/23/2009
09.03	Public Works Exemption Policy deleted	6/26/2009 9/23/2011
09.02	Engineering Discipline for PPE Examination Policy deleted, promulgated in Rule 2.5.1.4 (5/2000)	6/26/2009 8/7/2009 9/23/2011 1/13/2012
09.01	Structural Equivalency Reviews Policy deleted, provision ended 12/2010	5/29/2009 9/23/2011
08.13	HSW Complaints Policy deleted, promulgated in Rule 8.1.4 (5/2000)	8/22/2008 12/15/2017
08.12	Reinstatement of Previous License Policy deleted; see Rule 1.12.4.3 (12/2011)	8/22/2008 1/13/2012
08.11	Engineer Exam Proctoring Policy deleted, promulgated in Rule 2.4.1.8 (12/2011)	8/22/2008 1/13/2012
08.10	Emeritus Board Members Policy deleted, promulgated in Rule 1.19.1 (11/2017)	7/11/2008 1/13/2012 12/15/2017
08.09	Non-Accredited Engineer Degrees Policy deleted, see Rule 2.2.1.3 (12/2011)	7/11/2008 9/19/2008 4/22/2011 1/13/2012
08.08	Cash Reserve Voided language moved to Policy 04.01	5/30/2008
<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
08.06	Engineering Discipline w/o Exam Results Policy deleted, promulgated in Rule 4.1.1.2.1 (3/16/2024)	5/30/2008 7/9/2021 4/19/2024
08.05	Structural Exam Equivalency Policy deleted, promulgated in Rule 4.1.1.5 (4/2019)	5/30/2008 2/10/2012 5/17/2019
08.04	Reimbursement for Rosters/Mailing Lists Policy deleted; see Public Records Statutes §§ 81-712 & 81-713	8/28/2008 11/21/2008 1/13/2012 4/18/2014

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08.03	CEU Requirement for Reinstatement of Emeritus <span style="float: right;">Policy deleted</span>	1/11/2008 1/13/2012
08.02	Reinstatement Affidavit for Emeritus <span style="float: right;">Policy deleted, promulgated in Rule 1.12.5.3 (12/2011)</span>	1/11/2008 1/13/2012
08.01	Engineering Discipline with Passage of Structural I Exam <span style="float: right;">Policy deleted, removed from Rule 2.5.2.4.2 (12/2011)</span>	1/11/2008 1/13/2012
07.09	ARE Test Division Approval <span style="float: right;">Policy deleted, see Rule 3.4 (12/2011)</span>	10/19/2007 1/13/2012
07.08	SPCC Documents <span style="float: right;">Policy deleted, promulgated in Rule 10.5.10 (11/2012)</span>	9/14/2007 1/13/2012
07.07	Filing Fee Waived for First-Time Exam Applicants of the ARE <span style="float: right;">Policy deleted</span>	9/14/2007 8/07/2009 9/18/2009 1/17/2014 12/15/2017 7/9/2021
07.06	Construction Engineering Degree Acceptance <span style="float: right;">Policy deleted</span>	8/17/2007 5/20/2011
07.05	Architectural Engineer Experience for the PE <span style="float: right;">Policy deleted, promulgated in Rule 2.3.4.1 (4/2016)</span>	8/17/2007 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
03.05	Reimbursement of Educational Debt for Architectural Graduates <span style="float: right;">Policy deleted, promulgated in Rule 3.7.1 (11/2017)</span>	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 <span style="float: right;">Policy deleted, promulgated in Rule 2.7.1 (11/2017)</span>	12/12/2003 5/09/2012 1/11/2013 10/23/2015 12/15/2017
03.01	Review/Salary <span style="float: right;">Policy deleted. See Policy 24.02</span>	6/20/2003 5/24/2024
<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 <span style="float: right;">Policy deleted, see Rule 1.13.3.3 (4/2016)</span>	2/22/2002 6/23/2016

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<b>Procedure 02.01</b>	<p><b>Use of the Secretary's Signature</b></p> <p>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.</p>	1/19/2001
<b>01.02</b>	<p><b>Continuing Education Offerings On The Web Page</b></p> <p>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.</p>	7/13/2001 8/17/2007
01.01	Salary Committee	Policy deleted, See Policy P24.02 7/26/1991 7/13/2001 8/17/2007 9/14/2018 5/24/2024
<b>00.01</b>	<p><b>Election of Officers</b></p> <p>Regarding the election of Board officers per NRS § 81-3431:</p> <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