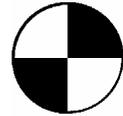




# Highway Division

## Project Delivery Leadership Team

### Operational Notice



NUMBER <b>PD- 06</b>	SUPERSEDES <b>N/A</b>	EFFECTIVE DATE <b>December 1, 2000</b>	CANCELLATION DATE <b>N/A</b>
SUBJECT <b>Fundamentals of Engineering (FE) &amp; Professional Engineering (PE) Registration Support Guidelines</b>		ISSUING BODY <b>Project Delivery Leadership Team (PDLT)</b>	

**PURPOSE:** To provide guidance in acquiring Professional Engineering registration and to state the Division's commitment in support of this effort.

**RATIONALE:** ORS 672 mandates that construction project plans be produced with the seal of a Professional Engineer (PE). Within ODOT, there is an unequal distribution of PEs and their participation varies from project to project. Potentially, ODOT could face future risk and exposure to liability if the downward trend of retaining sufficient PE registered employees is not addressed. To address this problem, ODOT encourages non-registered employees working in the field of engineering to acquire PE registration in the discipline of Civil Engineering. PE registration in Civil Engineering is the highest technical priority in the Department. This procedure provides guidelines for ODOT managers and employees in relation to supporting employees in the acquisition of PE licenses.

#### **LICENSING SUPPORT:**

**Reimbursement:** The Employee Development Plan will be used to document all agreed upon reimbursement(s).

**Non-registered employees:** ODOT may reimburse the examination fee upon evidence of passing the Fundamentals of Engineering (FE) exam and/or the PE exam in the discipline of Civil Engineering. On a case-by-case basis, reimbursement may also be considered for non-registered employees pursuing PE licensing in the disciplines of Structural, Traffic, Electrical or Mechanical. Some colleges and community colleges in Oregon offer review courses to prepare for FE and PE exams.<sup>1</sup> On a case-by-case basis, ODOT may pay full cost for the first review course for both the FE and PE exams. Managers are responsible for forecasting and funding reimbursement from their individual training budgets.

**Registered PE employees:** A supervisor may grant paid time off and/or reimbursement for an employee to pursue additional licensing in another engineering discipline, if it contributes to the Department and unit operational needs. (See AEE contract, Article 46. Section 1(H). This article relates to professional exams and should be referenced under Time off for Exams below.

<sup>1</sup> See <http://intranet.odot.state.or.us/hr/HRDS/index.htm> for more information.

***Evidence of Passing an Exam:***

The employee must submit a photocopy of one of the following with their request for reimbursement:

- OSBEELS Certificate showing licensure; or
- OSBEELS pocket card showing licensure.

***Time off for Exams:***

When the examination date falls within a normal work schedule, ODOT may allow normal work time for taking each professional examination for the first time. (See AEE contract, Article 46. Section 1(H).)

***Study Time and Activity Coding:***

Managers **may** provide an hour-for-hour match of paid time up to a maximum of 24 hours of Department time to study for an examination. For each employee, this opportunity applies once for the FE exam and once for the PE exam. This study time:

- Must be approved in advance and in writing by the manager through the use of the *Employee Development Plan*;
- Must be used at the work site;
- Must be accomplished within 4 months of the employee's scheduled test;
- Is not eligible for overtime (due to the employee's personal study time being voluntary);
- Is a maximum of 24 hours paid (Department) time matching 24 hours of an employee's personal time, for a total of 48 hours or 48 hours pre-arranged, on-site study time.
- The *Employee Development Plan* will be utilized to document any arrangements for study time for an employee to prepare for the FE or PE exams.

Financial Services has established two new activity codes to track the PE strategy implementation costs (study time, tuition & exam fee reimbursements). The new codes are:

**018 Professional Engineering Training** - Authorized study time (currently limited to 24 hours per employee), tuition reimbursement, and examination fee reimbursement related to the Professional Engineering (PE) exam.

**019 Fundamentals of Engineering Training** - Authorized study time (currently limited to 24 hours per employee), tuition reimbursement, and examination fee reimbursement related to the Fundamentals of Engineering (FE) exam.

Each code can be used by both the employee for approved study time, to record time on their standard labor timesheet; and the manager who approves reimbursement of tuition and/or fees on the "Expense Per Diem Statement, Form # 734-1023."

- For employees (and/or crew timekeepers) filling out the standard labor timesheet, list either **018 (PE study time)** or **019 (FE study time)** to record work hours used for either purpose.

- For employees (and/or administrative staff) filling out the "Expense Per Diem Statement, Form # 734-1023" for tuition or fee reimbursement, fill out the form using the appropriate **EA/Subjob** and **ACTIVITY** code **018 or 019** similar to any reimbursable item.

***Study Materials:***

ODOT owned study materials are available to employees preparing for the FE and PE exams. Information on locations and check out procedures is available on the ODOT Intranet site <http://intranet.odot.state.or.us/tsengineering/>

***Educational Leave:***

In some cases, the manager may grant educational leave when there are benefits to the agency. See the *Educational Leave Policy* and AEE Contract, Article 21A, Section 3(D).

***Reporting of Progress:***

The employee development plans showing exam reimbursement or study time will be collected and summarized by the Human Resources Training Unit. This information will be shared with Transportation Operations Division Management for the performance measurement of the program to maintain/increase the number of employees pursuing registration.

**FE AND PE EXAMINATION INFORMATION**

Information about FE and PE Exams (qualifications, schedule and fees) is available through Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS). OSBEELS may be contacted at:

Address: 728 Hawthorne Avenue NE, Salem, OR 97301  
Telephone: 503-362-2666. Fax: 503-362-5454  
Website: [www.osbeels.org](http://www.osbeels.org).

For more information and or questions regarding this Operational Notice, contact Cathy Nelson at 503.986.3305 or Mike Wolfe at 503.986.4412.