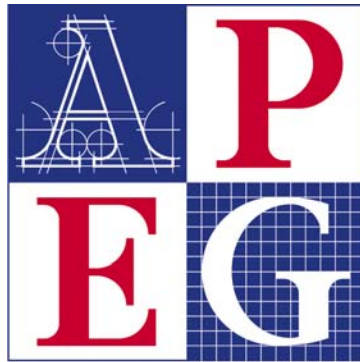


Designated Structural Engineer Application Guide



Professional Engineers
and Geoscientists of BC
www.apeg.bc.ca

Version 14 (April 2008)

*****Please note: As of November 1, 2007 all applicants for the Struct.Eng designation MUST submit completed documents prior to being eligible to write the BC Codes & Practices Exam***

FOREWORD

At its March 2002 meeting, the Association's Council gave provisional go-ahead to implementation of the Designated Structural Engineer Qualifications Process.

Council approved in principle a trial scope of practice and a one-year trial period in which to test the qualification process aimed at those interested in applying immediately for the Struct.Eng. designation. During this time, Council will continue to consult with the structural engineering community, the provincial building officials and the Structural Qualifications Board on the scope of practice and the efficacy of the process.

Council is committed to continue its consultation, monitoring and reevaluation of the process so that the Designated Structural Engineer program is effective and equitable, while assuring an appropriate level of public protection. Following a period during which interested members and groups are asked to comment on the provisional program, the Association will arrange an opportunity for members to meet with members of Council for further input. There will also be opportunity for input during the President's visits to the branches.

The following is the text of the motions passed by Council:

Scope of Practice

“that, concurrent with continuing consultation with the membership, the following scope of practice be approved in principle for the Designated Structural Engineer:

The services of a Designated Structural Engineer will be required by those who wish to become the structural engineer of record for Part 3 Buildings as defined in the BC Building Code, the Vancouver Building Bylaw and the National Building Code of Canada.”

[Note that the buildings defined in Part 3 (Part 3 Buildings) are structurally designed in accordance with Part 4 of the BC Building Code, Vancouver Building Bylaw, and National Building Code of Canada.]

Recommendation to Building Officials

“that the Association recommend to all municipalities that the professional seal and stamp of a registered Designated Structural Engineer be required after January 1, 2007 for this scope of practice.”

Following a positive by-law amendment vote by the APEGBC membership, the designation Structural Engineer of Record (SER) was renamed 'Designated Structural Engineer' (Struct.Eng.) effective January 1st, 2004.

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I DESIGNATED STRUCTURAL ENGINEER

The qualification of Designated Structural Engineer (Struct.Eng.) is directed towards improving public safety in the structural design of buildings. The services of a Designated Structural Engineer will be required by those who wish to act as the structural engineer of record for Part 3 Buildings as defined in the *BC Building Code*, the *Vancouver Building Bylaw* and the *National Building Code of Canada*. The Struct.Eng. designation is supported by legislation in the form of Bylaw 11(h) (1) of the *Engineers and Geoscientists Act*.

i. What is the role of a structural engineer of record?

A structural engineer of record is the Professional Engineer responsible for the structural design of the building Primary Structural System and for assuring that all structural design is undertaken as is necessary to achieve a building Primary Structural System that has structural integrity and that meets acceptable engineering standards. The Primary Structural System is defined as the combination of elements which support a building's self weight and the applicable live load based on occupancy, use, and environmental loads such as wind, snow and seismic forces. (*Building* means any structure used or intended for supporting or sheltering *any use or occupancy*.)

ii Who Should Apply to be a Designated Structural Engineer?

Only those who wish to act as the structural engineer of record for Part 3 Buildings as defined by the *British Columbia Building Code*, the *Vancouver Building Bylaw*, and the *National Building Code of Canada*, will be required to obtain the Designated Structural Engineer (Struct.Eng.) designation. Under the current *BC Building Code*, the Part 3 buildings would include those as described by Clause 2.1.2.1(1) (a) and (b) of the *BC Building Code*.

The professional seal and Struct.Eng. stamp of a registered Struct.Eng. will be required on all structural drawings and Letters of Assurance submitted for a building permit in those municipalities that specify this requirement. Only one Struct.Eng. will be required for the Letters of Assurance for each applicable building project.

A Designated Structural Engineer will not be required for:

- Part 9 Buildings;
- Structural components of Part 9 Buildings that are designed under Part 4;
- Structures which are outside the scope of the *British Columbia Building Code*, the *Vancouver Building Bylaw*, or the *National Building Code of Canada*; or
- Components that are not part of the Primary Structural System, e.g. support, anchorage and seismic restraint of electrical, plumbing and mechanical systems and architectural components, etc.

Please note that professional engineers practicing structural engineering, regardless of whether they obtain the Struct.Eng. designation, will retain their professional engineering designation and right to practice structural engineering in those areas not requiring the Struct.Eng.

II QUALIFICATION FOR DESIGNATED STRUCTURAL ENGINEER (Struct.Eng.)

i Qualification Requirements

A candidate for Struct.Eng. must:

1. be registered as a professional engineer in BC;
2. demonstrate six years of significant post-graduation structural engineering experience, including two years in responsible charge of significant engineering work (see page 6: *Acceptable Qualifying Experience*);
3. nominate four referees who must complete the Designated Structural Engineer Reference Form and submit it directly to APEGBC. Candidates will send the reference forms to each referee, with a copy of the account of their experience. Referees should be registered or licensed professional engineers or chartered engineers practicing in the field of structural engineering and should have a detailed knowledge of the applicant's work. Normally, at least one of the referees should not be employed in the same firm as the candidate;
4. demonstrate a commitment to continuing professional development;
5. have completed one of the following requirements:
 - a. successfully complete the Interim Oral Examination (see page 6); or
 - b. be eligible for license, having passed examination as a Structural Engineer in an approved U.S. jurisdiction (current approved jurisdictions are California and Washington State. Structural Engineer (S.E.) license holders who have completed the Structural II and Structural III examinations in other U.S. jurisdictions will also be considered); or
 - c. have successfully completed the Washington State Structural III Examination (see page 7); or
 - d. have successfully completed the IStructE Chartered Membership (Part 3) Examination (see page 8),
6. successfully complete the BC Codes and Practices Examination;
7. pay all associated fees and dues.

Applicants may choose to attend a Pre-Qualification Interview (see page 5).

ii Acceptable Qualifying Experience

Candidates must be able to demonstrate six years of significant post-graduation structural engineering experience, including two years in responsible charge of significant engineering work. This experience may include time spent as an Engineer-in-Training and experience gained during post-graduate studies.

To be significant, structural engineering work must:

- represent an application of the knowledge of structural engineering that goes beyond standard solutions found in manuals of practice;
- be done in an environment where the engineer has worked with at least two materials and has assumed a significant part of the overall structural engineering responsibility for the project;
- demonstrate responsibility for structural design of Part 3 Buildings (those as described by Clause 2.1.2.1(1) (a) and (b) of the 1998 *BC Building Code*), or an equivalent code approved by the APEGBC Structural Qualifications Board;
- demonstrate experience with the design of buildings in high seismic regions.

Presentation of Experience

A summary of experience is to be submitted with the application and must include the following:

- a. A chronological list of employers and positions held.
- b. A structural project list specifying project name, date and your position. The description must indicate clearly your responsibilities on each project.
- c. Detailed information about 3 projects for which you have acted as the 'structural engineer of record' or have had a significant part of the overall structural engineer's responsibility for the project. The information must indicate clearly your responsibilities on each project.
- d. A list of continuing professional development activities.

Where an application has not been completed by the candidate within a period of two years, the candidate may be asked to submit updated experience information and references.

iii Pre-Qualification Interview

Candidates for the Struct.Eng. designation may choose to attend a Pre-Qualification Interview conducted by a senior structural engineer. The purpose of the interview is to assist those seeking Struct.Eng. qualification by ensuring that their practice is current, ensuring that the candidate understands the Struct.Eng. process and requirements, and by assessing whether they are adequately prepared to attempt the Struct.Eng. qualification program. Candidates will also be counseled on how the Struct.Eng. designation is to be used, and the requirement for commitment to a rigorous program of continuing professional development. The Interview will normally be of one hour's duration and the candidate may be asked to provide samples of projects for which he or she has taken overall professional responsibility. If, immediately

following the Interview, a candidate is not prepared to continue with the Struct.Eng. qualification program, the unused portion of the application fee will be refunded.

Candidates wishing to apply concurrently for Membership in the Institution of Structural Engineers will be required to attend a more extensive, two-hour Pre-Qualification Interview, which will review the candidate's experience in the areas of the IStructE's 13 Core Objectives.

iv Structural Engineering Examinations

a. The Interim Oral Examination

There is no "grandfather" provision for senior practitioners in the profession to qualify for the Designated Structural Engineer designation; however, until December 31, 2007, members currently registered as structural or civil engineers, who also have at least 15 years of experience, will have the option to proceed through an alternative Oral Examination process.

Upon payment of the required fees, a candidate may, if he or she wishes, have more than one opportunity to attempt the Oral Examination. Those who do not pass the Oral Examination will be able to repeat the exam after a period of time suggested by the Oral Examiners or they may attempt to complete the structural examination requirement of the qualifications process by successfully completing the Institution of Structural Engineers Chartered Membership (Part 3) Examination, or by becoming licensed through examination in an approved United States jurisdiction.

An interview panel of two senior structural engineers will conduct the Oral Examination. The examination will consist of a review of three projects submitted, in advance, by the member. The three projects should demonstrate use of at least two structural materials and differing types of structural solutions. The member should preferably have been in responsible charge for those projects or, at minimum, one of the prime engineers who can answer for the total technical content of the project. The member will have an extended interview of approximately four hours with the interview panel, who will discuss with the applicant technical issues presented on the drawings in the project documentation and those of general current interest. During the Oral Examination, candidates will be expected to be able to demonstrate that they have:

- the ability to conceive, analyze, design and communicate the structure of a building to defined constraints;
- gained a working knowledge of the essential features of appropriate codes of practice, standards and other relevant legislative controls;
- a developed conceptual ability, including the application of knowledge, observation and experience of structures to assist in creating one or more solutions to a new and specific structural problem. These solutions should take due account of functional, aesthetic, environmental and economic considerations;
- an understanding of stability and load transfer modes for any selected structure;

- the ability to interpret site investigation data, knowledge of foundation forms and selection criteria for appropriate solutions;
- the ability to assess and appraise all critical load conditions and combinations based on construction, operational and environmental effects;
- an appreciation of the constraints imposed by differences in material selection, ground conditions, site location, construction method and sequence, other building design disciplines, environment and operation or economic consideration;
- consideration of deformation, continuity, articulation and separation;
- development of communication skills in the preparation of coherent design method statements, reports, letters, calculations, drawings and sketches;
- experience and practice in the use of approximate design methods as applied to loading, bending moment and shear force; deflection, sizing of members and connections, arrangements and framing;
- the development of knowledge of basic construction processes, methods, temporary works and associated health and safety requirements;
- production of specifications, construction or maintenance method statements, construction programs;
- an understanding of both structural design and analysis.

****Please note: the Interim Oral Exam is only available until June 30, 2008 as a technical qualification route. All supporting documentation and associated fees must be submitted to APEGBC – Structural Engineer Designation Program prior to this date****

b. U.S. State Board Structural Engineer License & Examinations

A candidate may qualify by completing U.S. State Licensing Board examinations is full qualification as a licensed Structural Engineer (SE) through examination in an approved U.S. jurisdiction.

Approved U.S. jurisdictions are Washington State and California, although consideration will be given to licensed SEs in other states, provided that they have completed the Structural II and Structural III examinations.

APEGBC is currently investigating with the Washington State Board for Licensing of Engineers and Land Surveyors, the possibility of Struct.Eng. candidates being permitted to write the Structural II and Structural III examinations outside of the normal license application process.

c. Washington State Structural III Examination

APEGBC has developed an agreement with Washington state to allow candidates for the Struct.Eng. designation to undertake their Structural III Examination. This agreement allows candidates to attempt the Structural III Examination in British Columbia without having first written the Structural II Exam or satisfied the other requirements for registration as a licensed Structural Engineer (SE).

Candidates who wish subsequently to be licensed by the Board as a Structural Engineer (SE) will be required to meet the minimum licensure, experience and examination requirements set out by the Board. Those who complete the Structural III Examination for the purpose of qualifying for the Struct.Eng. and who subsequently apply for Structural Engineer licensure in Washington State will be given credit by the Board for completion of the Examination and for the Board's Examination fee in effect at that time.

d. Institution of Structural Engineers (IStructE) Chartered Membership (Part 3) Examination

Qualifying for Membership in The Institution of Structural Engineers

The Association has entered into an agreement with the IStructE, UK, whereby candidates wishing to qualify for Struct.Eng. by completing the IStructE Chartered Membership (Part 3) Examination may complete the requirements for Chartered Membership with the IStructE through APEGBC and concurrently with obtaining their Struct.Eng. designation.

APEGBC will pre-qualify Struct.Eng. candidates for Chartered Membership by way of an enhanced Pre-Qualification Interview which will review the candidate's experience in the areas of the IStructE's 13 Core Objectives. Candidates wishing to apply for Chartered Membership must submit a completed Form M Part 8, with their application. Information on the benefits of Chartered membership is available at <http://www.istructe.org.uk/welcome/>.

Chartered Membership is an option only; Candidates for Struct.Eng. wishing to qualify by means of this examination may do so without applying for Chartered Membership and may attend the normal, one-hour Pre-Qualification Interview.

Writing the Examination

The IStructE has designated APEGBC as an examination centre. Candidates may apply directly to APEGBC to write the examination, which will be offered at a centre in the Lower Mainland, on the same day in April as it is held by the IStructE in the UK. Institution examinations and examiners' reports from prior years are available at www.istructe.org.uk or at http://www.seabc.ca/struct_eng.html. The Association will also arrange an optional examination preparation course for candidates, available for a fee to cover Association costs.

The IStructE will inform candidates directly of their examination results. This will include information on reasons for failure, if applicable.

Where applicable, the IStructE will also inform candidates of their qualification for Chartered Membership in the IStructE and for Chartered Engineer Status with the Engineering Council in the U.K.

v BC Codes And Practices Examination

This examination will be of approximately six hours' duration and held once per year. It will focus on:

- Seismic requirements
- Wind forces
- *BC Building Code* requirements
- Current design issues
- Engineering materials (concrete, steel, masonry, wood)

Candidates who do not obtain a passing grade will have to reapply, and pay, for the examination in the following year.

The BC Codes and Practices Examination may be written out of the Province of British Columbia at CCPE constituent association/ordre office and invigilated by staff under normal administration and security procedures. Candidates in the US may write the BC Codes and Practices Examination at the US State Board under the same conditions. In British Columbia the BC Codes and Practices Examination may be invigilated by a suitable P.Eng.

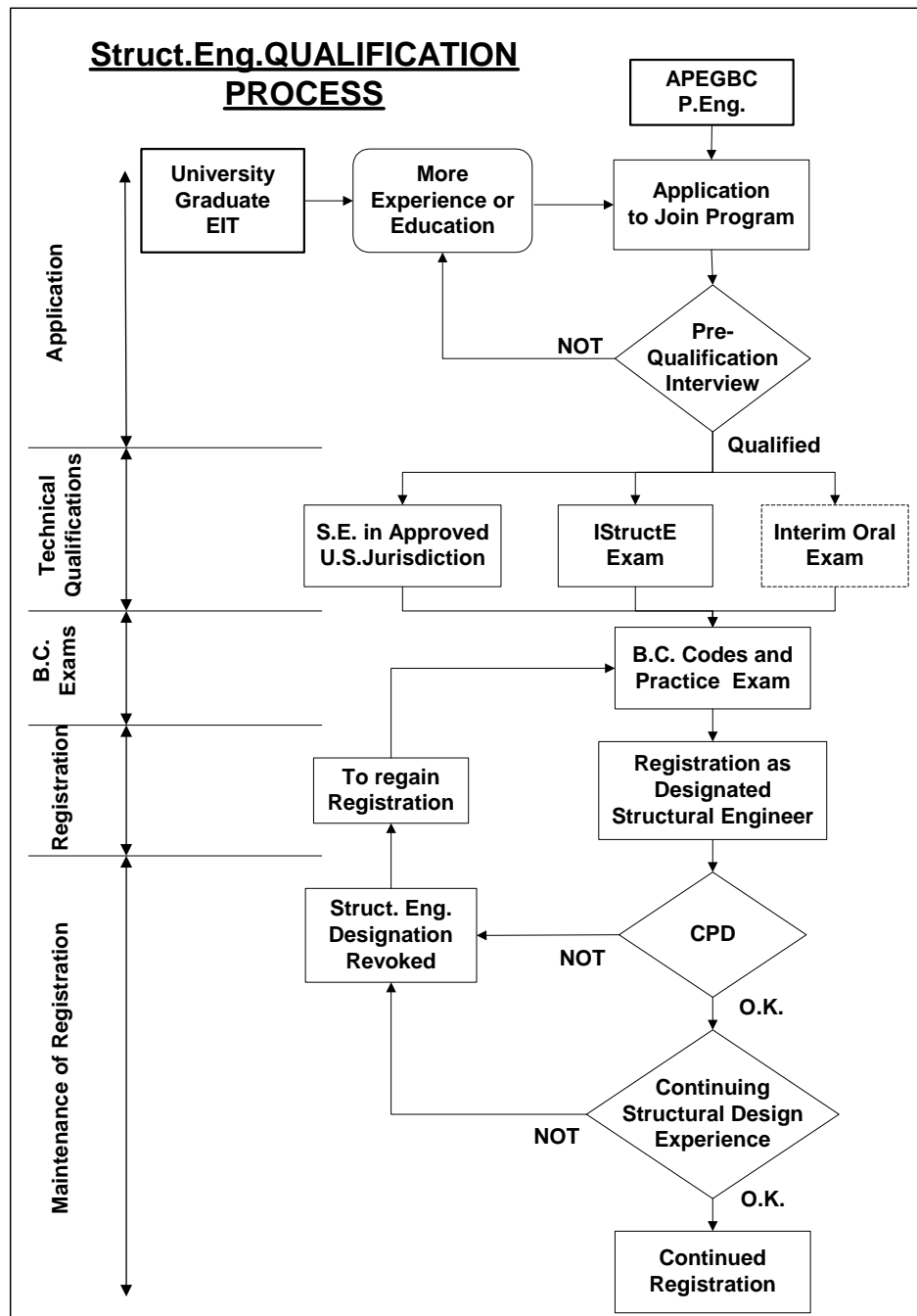
It is the responsibility of the candidate to find a suitable P.Eng. or P.E. to invigilate the examination.

As of November 1, 2007 in order to be eligible to write the BC Codes & Practices Exam ALL documentation (see Presentation of Experience on page 5) including completed reference forms must be received by APEGBC prior to the exam application deadline.

Candidates for the IStructE Chartered Membership (Part 3) Examination or the BC Codes and Practices Examination will be notified of examination dates, and final withdrawal dates for full refund, at least two months prior to the date of the examination.

III THE PROCESS: DETAILED FLOWCHART, TIMING, ORDER OF EXAMINATIONS

Depending on each candidate's background, the process of qualifying for Struct.Eng. can take up to one year or more to complete. This is dependent on the volume of applications, timing of each individual application relative to the examination schedules, and timely and correct submissions by referees and candidates. Please note that the examinations can be taken in any order, to accommodate candidates who wish to complete the process in as short a time as possible.



IV FEES (all fees include GST)

If, immediately following a Pre-Qualification Interview, the applicant decides not to proceed with his or her application for Struct.Eng., all fees will be returned to the applicant with the exception of the Struct.Eng. application fee, of which only the unused portion of \$214 will be refundable. If an examination candidate chooses not to proceed with a course or an examination, the applicable fee will be refunded, provided that notice of withdrawal is received prior to the final course or examination withdrawal date.

Fees may be paid by cheque made out to APEGBC or by VISA , MasterCard, or American Express.

For the current fees, please refer to the Registration Fee Schedule, located at <http://www.apeg.bc.ca/reg/fees.html>

V CONTINUING COMPETENCE REQUIREMENTS

A Designated Structural Engineer for buildings may forego his or her right to use the designation, or it may be revoked if he or she fails to meet certain conditions related to continuing competency and continuing practice. The designation is restricted to members actively practicing structural engineering on a continuous basis. Designated Structural Engineers who declare themselves as practicing, must accumulate the required number of Professional Development and Continuing Active Practice Hours (see Appendix I on Page 15). Designated Structural Engineers who declare themselves as non-practicing will lose the Struct.Eng. designation and will need to reapply when they enter again into active practice. A member who stops practicing may voluntarily request revocation. Re-qualification will require reattempting and passing the BC Codes and Practice Examination. The Struct.Eng. designation may also be revoked for failure to pay dues. Struct.Eng.s who resign their membership from APEGBC, or whose names are removed from the Register for failure to pay the annual fee, will automatically have their Struct.Eng. designation revoked.

i Continuing Professional Development

The member's Continuing Professional Development (CPD) will be evaluated every year. The Association will require Struct.Eng.s to complete one hundred fifty hours of continuing professional development averaged over each three-year period. This complements the continuing active practice requirement of at least 750 hours per year. Structural Engineers of Record will be required to report on their CPD activities and report annually, by maintaining their Continuing Professional Development records on the Association's website at <http://www.apeg.bc.ca/prodev/online.html>, or by filing an annual report in hard copy. Incomplete or inaccurate reports must be corrected to maintain the specialist designation. The Association will review all reports to ensure compliance with CPD requirements, and will carry out selected audits of reports.

Audits may be conducted at random; or as the result of focus on specific practice areas; or following a complaint, Practice Review, or Investigation. Struct.Eng.s found to be deficient in their activity level or inaccurate in their reporting will be directed to correct the deficiency within a reasonable amount of time.

Revocation of the designation will be considered if CPD levels are low for three consecutive years. An interview with a member of the Structural Qualifications Board will be held with the member, to determine if there are extenuating circumstances that justify continuing the member's Struct.Eng. designation for another year.

Struct.Eng.s failing to submit reports, submitting fraudulent reports, or failing to correct deficiencies as directed, will not be entitled to maintain their Struct.Eng. designation beyond the date determined by the Association. With the exception of those submitting fraudulent reports, or contravening the Code of Ethics in any other way, any Struct.Eng. losing his or her designation for continued low CPD levels, will be considered for reinstatement (see page 14).

ii Continuing Active Practice

Members will be asked to make a written declaration of their continuing experience and active practice in structural design every year, by including it with their CPD report on the Association's website at <http://www.apeg.bc.ca/prodev/online.html>, or by submitting the declaration in hard copy to the Association. The requirement for at least 750 hours each year of continuing active practice in structural and related engineering, complements the continuing professional development requirement of at least 50 professional development hours per year. This 750 hours per annum must be spent on civil/structural and related design (as opposed to administration, management, sales, marketing, civil engineering, etc.) to qualify for continuing registration as an Struct.Eng.

iii Reinstatement of the Struct.Eng. Designation

In order to regain the Designated Structural Engineer designation, it will be necessary for the member to apply to the Structural Qualifications Board for reinstatement and to pay the associated fees. This will provide an opportunity to review the reasons for revocation and the reasons for requesting reinstatement. The Structural Qualifications Board will determine whether reinstatement is warranted, and the requirements to be fulfilled: at a minimum, the candidate for reinstatement will be required to write and pass the B.C. Codes and Practices Examination, and to demonstrate suitable continuing active practice and professional development.

APPENDIX A: CONTINUING COMPETENCE REQUIREMENTS FOR THE STRUCTURAL ENGINEER OF RECORD DESIGNATION

PDH = Professional Development Hour

- A Designated Structural Engineer must accumulate at least 150 PDHs over 3 years. (Struct.Eng.s are encouraged to accumulate at least 50 PDHs per year).
- Struct.Eng.s must be active in at least three of the six categories.
- Once an Struct.Eng. has held his or her designation for the third or subsequent year of the program, he or she must maintain a rolling average of a minimum of 150 PDH's over three years.
- Struct.Eng.s can only claim Continuing Active Practice hours that are conducted in the civil/structural and related disciplines.
- Struct.Eng.s must list 20 PDHs per year of time, other than Continuing Active Practice hours, that are specifically related to the development of structural engineering knowledge. This time is added to the PDH total earned in the six activity categories.

1. Continuing Active Practice Requirement (750 hours)

A minimum 750 hours of Structural and related Engineering Practice is required.

2. Continuing Professional Development

(50 PDH required per annum, with 150 PDH three-year rolling average of 150 PDH)

2.1 Formal Activities

Formal activities are those provided as a structured course or program, often for credit, occasionally with an evaluation process. Although formal activity is not specifically required, all members should strive to include some formal activities within their continuing professional development program. Delivery methods might include traditional classroom settings, and remote techniques such as written correspondence, video, or interactive electronic exchange. Formal activities could include:

- courses provided through universities, technical institutes and colleges;
- industry-sponsored courses, programs and seminars;
- employer training programs and structured on-the-job training;
- short courses provided by technical societies, industry or educational institutions.

Every hour spent in attendance at a course (contact hour) earns one PDH. For courses offering Continuing Education Units (CEUs), each CEU will equate to 10 PDHs. A maximum of 30 PDHs per year may be claimed.

2.2 Informal Activity

These are activities not normally offered by an educational institution or other non-structured course, but which nevertheless expand your knowledge, skills or judgment. They include:

- self-directed study;
- attendance at conferences, technical sessions, talks, seminars, workshops and industry trade shows;
- attendance at meetings of technical, professional or managerial associations or societies;
- structured discussion of technical or professional issues with one's peers.

Each hour of informal activity earns one PDH. A maximum of 30 PDHs per year may be claimed.

2.3 Participation

Activities that promote peer interaction and provide exposure to new ideas and technologies both enhance the profession and serve the public interest. These activities include:

- acting as a mentor to a Member-in-Training or other less experienced professional member or technologist;
- service on public bodies that draw on your professional expertise (i.e., planning board, development appeal board, investigative commissions, review panels or community building committees);
- activities that contribute to the community which require professional and ethical behaviour, but not necessarily the application of technical knowledge, including active service for professional, service, charitable, community or church organizations, coaching league sports teams, or elected public service on municipal, provincial or federal levels or school boards (1 PDH per hour of service, a maximum of 10 PDHs per year may be claimed);
- service on standing or ad-hoc committees of technical, professional or managerial associations, or societies.

A maximum of 20 PDHs per year may be claimed for the participation category.

2.4 Presentations

These are technical or professional presentations that you make outside your normal job functions. Both preparation and presentation of material would be expected. Presentations might occur at:

- a conference or meeting ;
- a course, workshop or seminar;
- either within your company, or at an event sponsored by a technical or professional organization. Each hour of preparation and delivery earns one PDH.

A maximum of 20 PDHs per year may be claimed.

2.5 Contributions to Knowledge

The Association acknowledges that activities that expand or develop the technical knowledge base in the three disciplines of engineering, geology and geophysics must be recognized. It also realizes that not every member is able to make such a contribution outside his or her normal job functions. Contributions could include:

- development of published Codes and Standards (one PDH per hour of committee work);
- patents (15 PDHs per patent registered);
- publication of papers in a peer-reviewed technical journal (15 PDHs per paper published);
- publication of articles in non-reviewed journals (10 PDHs per article, maximum of 10 PDHs per year may be claimed);
- reviewing articles for publication (1 PDH per hour of review, a maximum of 10 PDHs per year may be claimed);
- editing papers for publication (1 PDH per hour of editing).

A maximum of 30 PDHs per year may be claimed.

In general, CPD activity may be accumulated in the structural discipline or in other professional activities. Structural Specialists, however, must identify *an additional* 20 PDHs of time other than Professional Practice that is specifically Continuing Professional Development in the structural discipline.

The Association gratefully acknowledges the Association of Professional Engineers, Geologists and Geophysicists of Alberta's Continuing Professional Development Program, on which the Struct.Eng. Continuing Competence Program is modeled.