



670 Hawthorne Avenue, SE
Suite 220
Salem, Oregon 97301

tel. 503.362.2666
email: osbeels@osbeels.org
Web: www.oregon.gov/osbeels

**Engineers/Land Surveyors/Geologists
Instructions for Filling Out the
Application for Certification
as a Certified Water Right Examiner (CWRE)**

The following instructions are provided to assist in completing the application.

PLEASE READ the applicable Oregon Revised Statutes (ORSs) and the Oregon Administrative Rules (OARs). To locate the ORSs and the OARs, visit our Web site at www.oregon.gov/osbeels. Click on the "Revised Statutes" link for the ORSs. Click on the "Administrative Rules" link for the OARs.

It is the applicant's responsibility for reviewing these requirements prior to making application to the Board.

PLEASE NOTE: The deadline to submit this application is December 1st. Applications postmarked after this date will be carried forward to the next examination. This examination is only offered in April.

Who Should Fill Out the CWRE Application?

Certification as a Certified Water Right Examiner (CWRE) is available by examination to individuals currently registered in the State of Oregon as a Professional Engineer (PE), Professional Land Surveyor (PLS), or Registered Geologist (RG). Such certification is required in order to provide services called for in ORS Chapter 537.

See the following OARs for detailed information: OAR 820-010-0209 & OAR 820-010-0215.

Registered as a Geologist?

Individuals who are registered as a Geologist must submit an official documentation verifying current registration with the Oregon State Board of Geologist Examiners (OSBGE) along with the application.

See the following OAR for detailed information: OAR 820-010-0209(4).

Reasonable Accommodations for an Oregon State Specific Examination

Reasonable accommodations may be provided for applicants who have documented disabilities within the meaning of the American Disabilities Act (ADA) of 1990 or for applicants whose religious convictions prohibit them from testing on the scheduled examination date.

See the following OAR for detailed information: OAR 820-010-0443.

Deadlines

Applications must be postmarked or hand delivered by 5:00 p.m. on the 1st day of December for the Spring examination administration. If the postmark deadline falls on a Saturday, Sunday, or legal Holiday, applications are accepted until 5:00 p.m. on the preceding business day.

See the following OAR for detailed information: OAR 820-010-0442.



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Application Fees

The application fee is \$105.00. Application fees are non-refundable. Applicants will be notified by the OSBEELS office of eligibility for entrance to the examination. In addition, the OSBEELS will continue to maintain and store records pursuant to the Oregon Administrative Rules Chapter 166, Division 350.

See the following OARs for detailed information: OAR 820-010-0300 & OAR 820-010-0442.

How Applications are Processed

Applications will be processed according to the date received by the OSBEELS office.

GENERAL INSTRUCTIONS

- Step 1: Complete the Application form.
- Step 2: If applicable, contact the OSBGE for official documentation verifying current registration as a RG. The documentation must be submitted to the OSBEELS office in the original, unopened envelope or directly from OSBGE.
- Step 3: Gather completed form(s) and documents and put together in a single package (see OAR 820-010-0215) for mailing.
- Step 4: Send package, including application payment to the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS):
OSBEELS
670 Hawthorne Avenue, SE
Suite 220
Salem, OR 97301
- Step 5: If correspondence has not been received from the OSBEELS within 60 days of submittal, please contact us.



Oregon

BOARD OF EXAMINERS
FOR ENGINEERING &
LAND SURVEYING

670 Hawthorne Avenue, SE
Suite 220
Salem, Oregon 97301

tel. 503.362.2666
email: osbeels@osbeels.org
Web: www.oregon.gov/osbeels

Office Use Only - Date Received:

Office Use Only -
Date Paid:

Office Use Only - ID #

Engineers/Land Surveyors/Geologists Application for Certification as a Certified Water Right Examiner (CWRE)

Applicant Contact Information

First name		Middle name or initial	Last name
Registered to practice as a:		Registration number:	
<input type="checkbox"/> PE <input type="checkbox"/> PLS <input type="checkbox"/> RG			
<input type="checkbox"/> Social Security #	Birth date (Mo/Day/Yr)	Where do you want correspondence mailed to?	
		<input type="checkbox"/> Home address OR <input type="checkbox"/> Business address	
Mailing address (include any apartment number)			Home/Personal phone #
City	State	Zip	Home email address
Business name		Business phone #	Business fax #
Business address (include any suite number)			
City	State	Zip	Business email address



General Questions

Answer the following questions (see OAR 820-020-0045)

Have you ever had any criminal convictions relating to the profession for which you are applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your professional registration ever been denied, revoked, suspended, surrendered, stipulated, on probation, or been subject to any restriction or disciplinary action in any jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been found guilty of misconduct, dishonesty, fraud, incompetence, and/or gross negligence in your professional profession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently practicing or offering to provide services for projects in Oregon?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the answer is "yes" to any of the above stated questions, please submit a written explanation.

All information provided with your response will be considered public information unless required to be kept confidential by state or federal law.

Social Security Guidelines

As part of your application for an initial or renewed occupational, professional or recreational license, certification, or registration issued by OSBEELS, you are required to provide your Social Security Number to OSBEELS. This is mandatory. The authority for this requirement is ORS 25.785, ORS 305.385, 42 USC § 405 (c) (2) (C) (I), and 42 ISC § 666 (a) (13). **Failure to provide your Social Security Number will be a basis to refuse to issue or renew the license, certification, or registration you seek.** This record of your Social Security Number will be used for child support enforcement and tax administration purposes (including identification) only, unless you authorize other uses of the number. Although a number other than your Social Security Number appears on the face of the licenses, certificates, or registrations issued by OSBEELS, your Social Security Number will remain on file with OSBEELS.

If, the United States Social Security Administration has not issued you a social security number, you must follow these guidelines:

- a. form must be signed by you;
- b. You are attesting to the fact that no social security number has been issued to you by the United States Social Security Administration; and
- c. are acknowledging that knowingly supplying false information under this section is a Class A misdemeanor, punishable by imprisonment of up to one year and a fine of up to \$6,250.

By providing the following signature, you are agreeing to comply with the guidelines listed above.

Signature	Date (Mo/Day/Yr)
.....

I hereby certify under penalty of perjury that the information provided on this application together with accompanying documents and all enclosed materials is true and correct. I am the applicant named in this application, I have read the contents thereof and, to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.

Signature	Date (Mo/Day/Yr)
.....



Select payment method (choose one)			
<input type="checkbox"/> Check or Money Order (payable to the OSBEELS)		<input type="checkbox"/> Cash	Amount Enclosed:
<input type="checkbox"/> Debit or Credit Card (Visa, Mastercard, Discover, or AmEx)		Total Charge to Card:	
Card Number	Exp. Date	Security Code*	Billing Zip/Postal Code
Signature (serves as payment authorization if paying by debit or credit card)			Signature Date (Mo/Day/Yr)

*** Debit or Credit Card Security Codes**

If submitting a payment to the OSBEELS for fees by debit or credit card, please provide the security code. These codes are a security feature that appears on the back of most Visa, MasterCard, and Discover cards, and on the front of American Express cards. This code is a three or four-digit number which provides a cryptographic check on the information embossed on the card.

American Express Card Users: Look for the 4-digit code printed on the front of the card just above and to the right of the main card number. This 4-digit code is the card security code. Visa, MasterCard, and Discover Card Users: Flip the card over and look at the signature box. A special 3-digit code will be located in the signature box. This 3-digit code is the card security code.