

GLOSSARY OF TERMS & ABBREVIATIONS (BOARD OF PELS)

ABET **Accreditation Board For Engineering and Technology**
Now known only as “ABET,” this non-profit entity uses a large corps of volunteers to evaluate engineering and technology programs in the U.S. and other countries and accredit those that meet its standards. The Montana Board of PELS relies on ABET accreditations to evaluate the education of engineer applicants.

Accela
Accela is a database program adapted for use by the Department of Labor and Industry’s licensing bureaus. It replaced the Oracle database program on January 23, 2012.

Adjudication Panel
A panel of Board members that makes a final judgment in a contested case involving a licensee. A member of the Adjudication Panel may not have served on the **Screening Panel** that first heard the complaint. The Panel reviews the notice, **stipulation** (if any,) the **hearing examiner’s** findings of fact, conclusions of law and recommended order (if any) and the **final order** associated with disciplinary action and determines the final outcome of the matter.

ARM **Administrative Rules of Montana**
This is the collected rules of all executive branch agencies of the State of Montana, as maintained by the Secretary of State. Rules for the Board of PELS are found in Title 24, Chapter 183 of the ARM.

A.S. **Application Specialist**
An employee of the **Business Standards Division** whose primary function is the receipt and processing of license applications.

Basecamp A service provided by **NCEES** to **Member Board Administrators** (see **MBA**) to deliver, receive and share information.

BLM **Bureau of Land Management (U.S. Government)**
Regarding land surveying, the BLM has the responsibility for Federal surveys and instruction manuals on surveying. The most recent is the *2009 Manual of Surveying Instructions*.

“Bowlegs” A term used by Board members to describe sections of statutes or rules denoted by letters or numbers in parentheses.
Example: “(1)” would be “Bowlegs 1.”

BSD **Business Standards Division**
The division of the Department of Labor and Industry that houses the Health Care Licensing Bureau and the Board of Medical Examiners. BSD also includes the state’s Business and Occupational Licensing Bureau, Building Codes Bureau and Weights and Measures Bureau.

CBT **Computer-Based Testing**
A new form of testing by the **National Council of Examiners for Engineering and Surveying** (See **NCEES**) that will eliminate paper tests and have all examinations delivered via computer at designated Pearson Vue commercial testing sites across the United States and in designated foreign locations. NCEES also plans to make its exams available more times in a calendar year. (Currently, exams are given only twice each year.)

C.E. **Continuing Education**
Required education of certain professionals (including Professional Engineers and Land Surveyors) that must be completed prior to renewal of a license. (Also known as **PDH** or **Professional Development Hours**.) Many licensees of the Business Standards Division are required to have a certain number of C.E. units (CEUs) or C.E. hours in each licensing period. Licensing Boards may audit their licensees to determine if they have met their

C.E. requirements. This usually involves a percentage of licensees chosen at random.

CLEAR **Council on Licensure, Enforcement and Regulation**
CLEAR provides resources and education to anyone involved in the licensure, certification or registration of regulated occupations and professions. Its membership includes people from government and the private sector. Its activities include conferences, publications and educational programs.

COA **Certificate of Authorization**
Also known as an “**EF**” license, this license is granted to a company that employs engineers in the state of Montana.

Comity/Credential
A pathway to licensure based on an applicant’s previous licensure in another state. **Comity** is the term used within the engineering and land surveying community; **Credential** is the term used within **BSD** and the **Accela** program.

Credentials Evaluation (of Education)

This service is provided by the **National Council of Examiners for Engineering and Surveying** (See **NCEES**) to graduates of engineering or technology programs outside the United States that are not accredited by **ABET**. The Montana Board of PELS specifically recognizes NCEES Credentials Evaluations as a way to validate a foreign educational curriculum.

CVO Credentials Verification Organization

An organization that verifies a licensed professional’s credentials. Some CVOs are attached to hospitals or insurance companies.

Dismiss with prejudice

In the BSD compliance process, an action the Screening Panel in which the Panel determines that a complaint is without merit and will not be heard again. In essence, the Panel will show “prejudice” against the complainant if he/she makes another similar complaint against the same licensee in the future.

Dismiss without prejudice

An action by the Screening Panel in which the Panel determines that a particular complaint is without merit but remains willing to hear similar complaints about the same licensee in the future, even if from the same complainant.

DLI Department of Labor and Industry

The state Department that houses all professional licensing entities for the State of Montana in its Business Standards Division. DLI’s other divisions provide unemployment insurance, independent contractor licensing and the Workers Compensation court, among other services and offices.

EF Engineering Firm (Certificate)

See “COA.”

EI Engineer Intern (or Engineer in Training) Certificate

Sometimes called an “EIT” or “Engineer In Training” certificate, this is the first level of licensure available to graduates of collegiate engineering schools. Requires passage of the Fundamentals of Engineering Exam as a prerequisite. (See “FE.”)

Applicants who already have taken the FE in college apply to the Board for an EI certificate.

Applicants who have graduated but have not taken the FE must apply to the Board via **Engineering Intern by Exam**. Once an applicant passes the exam, a certificate is issued.

Emeritus

A Board of PELS license status that is equivalent to “Retired.” A licensee can choose to go to Emeritus status, then apply to return to Active status at a later date.

EO**Executive Officer**

Within BSD, a staff member assigned to a Board who provides services to that Board, its members and its licensees. Among the EO’s responsibilities are arranging and coordinating Board and committee meetings, rule packages and tracking of legislation.

EPP**Executive Planning Process**

The EPP is used by Executive Branch agencies to submit requests for the biennial state budget process. Agencies typically submit EPP requests in May of even-numbered years, followed by budget requests in late August.

FARB**Federation of Associations of Regulatory Boards**

FARB’s membership goes beyond medical or health care licensing boards and includes occupational boards as well.

FE**Fundamentals of Engineering (Exam)**

The first exam that engineers take en route to licensure, the FE is administered by the National Council of Examiners for Engineering and Surveying.

(See **NCEES**.) Often taken during post-secondary education prior to graduation. Also can be taken following graduation as the final step toward acquiring an **Engineering Intern** certificate. (See **EI**.)

FileNet (P8)

A computer database program that manages scanned documents. Used by BSD staff prior to **Accela** to store licensee-related documents.

Final Order (Compliance)

An order regarding a licensee in a Compliance case approved by the Adjudication Panel. In most cases, this is prepared by the Compliance Prosecutor. The Final Order is a public document.

FOI**Freedom of Information**

A catch-all term that refers to the public’s right to obtain public records, attend public meetings and participate in public processes of government entities. The term has its root in the federal Freedom of Information Act (FOIA) passed in 1966 by Congress. “FOI laws” also are known as “open government laws” or “sunshine laws.”

FS**Fundamentals of Land Surveying (Exam)**

The first exam that land surveyors take en route to licensure, the FS is administered by the National Council of Examiners for Engineering and

Surveying. (See **NCEES**.) Often taken during post-secondary education prior to graduation. Also can be taken following graduation as the final step toward acquiring a **Land Surveyor Intern** certificate. (See **LSI**.)

Hearing Examiner (Compliance)

An employee of the Montana Department of Labor & Industry who hears contested cases that arise out of Screening Panel reviews of complaints. The Hearing Examiner hears from both sides in the case and makes Findings of Fact and Conclusions of Law. The Hearing Examiner also may recommend an order regarding the licensee.

LS (or PLS)

Professional Land Surveyor

The license granted by the Board of PELS to applicants who meet state and Board-specific criteria for education and experience. Once granted, a PLS license is good for two years and can be renewed for an additional two year period.

LSI

Land Surveyor Intern

The first level of licensure available to graduates of collegiate land surveying programs. Requires passage of the **Fundamentals of Land Surveying Exam** as a prerequisite. (See “**FS**.”)
Once an applicant passes the exam, a certificate is issued.

MAPA

Montana Administrative Procedures Act

The body of Montana law that governs rulemaking for the Executive Branch. Found in Title 2, Chapter 4 of the Montana Code Annotated.

Negotiated rulemaking, in which an agency works together and negotiates with other interests in a committee to create rules, is governed by Title 2, Chapter 5.

MAR

Montana Administrative Register

This is where all state rulemaking notices are published during the rulemaking process.

MARLS

Montana Association of Registered Land Surveyors

The state association of professional land surveyors. MARLS ‘s stated mission is improving the quality of professional land surveying and land records in the state.

MBA

Member Board Administrator

A term used within **NCEES** to refer to Executive Officers, Executive Directors or other staff people who serve state boards of professional engineers and/or land surveyors.

MBARS

Montana Budgeting Analysis and Reporting System

MBARS is used to track the state budgeting process in both the executive and legislative branches.

MCA	<p>Montana Code Annotated</p> <p>The collection of all Montana laws, as passed by the legislature. Printed versions of the MCA are published every two years.</p>
MOL	<p>Maintenance of Licensure</p> <p>A concept in which licensed professionals must meet proscribed standards for continuing education or other professional development during the term of their licenses in order to have their licenses renewed.</p>
MBPEPLS	<p>Montana Board of Professional Engineers and Professional Land Surveyors</p> <p>With BSD, often shortened to PELS for easy reference or, within the Accela database’s internal naming conventions, PEL.</p>
MTL	<p>Montana State-Specific Land Surveyor Exam</p> <p>An examination administered by the Board of PELS that is designed to test applicants’ knowledge of Montana’s laws and rules on land surveying. Applicants for Professional Land Surveyor in Montana are required to take this exam in addition to the Principles & Practices of Land Surveying (See PS) administered by NCEES.</p>

NCEES	<p>National Council of Examiners for Engineering and Surveying</p> <p>A national organization made up of member state boards of professional engineers and/or professional land surveyors. NCEES is the entity charged with developing, administering and grading national examinations for engineers and land surveyors wishing to be licensed. NCEES exams include the FE, PE, FS and PS.</p> <p>NCEES also offers commercial services to individual engineers and land surveyors. Among them are the NCEES Record, which verifies an individual’s education, experience and references and is recognized by the Montana Board of PELS as a valid verification tool.</p> <p>Another service is the NCEES Credential Evaluation, which is for graduates of foreign engineering or surveying education programs that are not accredited by ABET.</p> <p>NCEES also compiles a code of Model Law that represents best practices as voted on by its member boards at its annual meeting.</p>
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Non-Routine Application

In terms of an application for licensure, a non-routine application is one which must be referred to the full Board for review. Usually, a non-routine application has at least one item of concern, often noted in the applicant's answers to questions about education, administrative actions, civil or criminal court filings, etc.

Each Board within BSD has its own standards for what makes a non-routine application, as well as any criteria under which staff may issue a license without referring the applicant to the full Board.

Noticed (as in "Noticed Meeting")

In government, "noticed" essentially means "held with advance notice." For instance, a "noticed" meeting or hearing is one that has been announced in advance by an agency or a Board under the terms of state law on public meetings and public participation.

BSD Standard Operating Procedures state that meetings must be "noticed" at least 3 business days (not counting weekends or holidays) in advance of the meeting date.

P8 (FileNet)

A computer database program that manages scanned documents. Used by BSD staff prior to **Accela** to store licensee-related documents.

PE

Professional Engineer / Principles & Practices of Engineering (Exam)

This acronym is used in two ways. The Montana Board of PELS grants licenses for **Professional Engineer** or **PE**. An engineer can be licensed as a PE by either taking the Principles & Practices of Engineering Exam (**PPE** or **PE**) or by applying by **Comity/Credential** based on licensure in another state.

PLS

Professional Land Surveyor

The Montana Board of PELS grants licenses for **Professional Land Surveyor** or **PLS**. A land surveyor can be licensed as a PLS by either taking the Principles & Practices of Land Surveying Exam (**PS**) or by applying by **Comity/Credential** based on licensure in another state.

PLSS

Public Land Survey System

A set of Federal laws and rules under which public lands are surveyed. These include monumentation procedures for PLSS corners.

PPE **Principles & Practices of Engineering**
 Generally referred to as the **PE**, this **NCEES-**
 administered exam is the exam by which
Professional Engineer by Exam applicants gain first
 licensure.

PS **Principles & Practices of Land Surveying**
 This NCEES-administered exam is the exam
 by which **Professional Land Surveyor by Exam**
 applicants gain first licensure.

Routine Application
 In terms of an application for licensure, an
 application for licensure that is complete and has no
 areas of concern identified by the Application
 Specialist. A routine application may be approved
 by an Application Specialist without review by the
 Board.

SABHRS **Statewide Accounting, Budget and Human
Resources System**
 SABHRS (pronounced “sabers”) is the
 program all state agencies use to track finances,
 including revenue and expenses. All financial or
 budget reports to the Board are taken from
 SABHRS.

Screening Panel
 A panel of Board members that conducts an
 initial review of complaints against Board licensees
 received by the Compliance Unit of the Business
 Standards Division. Members may not serve on the
Adjudication Panel. Among the panel’s options in
 reviewing complaints are to:
 *Dismiss with prejudice
 *Dismiss without prejudice
 *Find reasonable cause that a violation has taken
 place
 *Order an investigation

Stipulation (Compliance)
 An agreement between attorneys or parties
 in a legal action. Stipulations may cover a variety of
 matters. Parties are permitted to make stipulations
 to dismiss or discontinue an action, to prescribe the
 issues to be tried, or to deal with evidence. In the
 compliance process at BSD, a stipulation typically is
 between the prosecutor and the licensee regarding
 corrective action following a complaint.