

**ENGINEERS ON
PROBATION**

9/12/2023

LICENSE TYPE	NAME	PROB START	PROB END	STATUS
Professional Engineer	Gatley, Harry	01/26/2018	Sex registry	Missing Jan and April employer reports. LICENSE EXPIRED.
Professional Engineer	Mackay, Lyle Scott	7/22/2022	Sex registry	Next employer report due in Oct.
Professional Engineer	Platt, David	7/22/2022	7/22/2026	No reporting requirements.



STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Telephone (801) 530-6628
www.dopl.utah.gov

APPLICATION FOR FUNDING FROM EDUCATION AND ENFORCEMENT FUND

APPLICATION INSTRUCTIONS AND INFORMATION

- I. All applications for funding must be made by completing and submitting the Division's "Application for Funding from Education and Enforcement Fund" form. The form is included in this packet. Applicants may submit their application via email to: doplureau5@utah.gov, or via regular mail to:

DOPL Bureau 5
PO Box 146741
Salt Lake City UT 84114
- II. Upon receipt of the application, the request for funding will be placed on the agenda for review by the respective Board. Applicants will be notified of the meeting and attendance is encouraged to present the training plan.
- III. If the reviewed application is recommended for approval, the funding request must then be approved by the Bureau Manager, Division Director, and Department Director. *The application is not officially approved until it has been signed by all parties.* A letter of approval will be mailed to you after all signatures have been obtained.
- IV. It is *strongly* recommended that applications be submitted **at least 60 days** in advance of the event. If it is not received **15 days** prior to the next scheduled Board meeting, the request will not be placed on the agenda for consideration. Keep in mind, some Boards only meet a few times a year and may require you to submit your application sooner than recommended. **Any request not considered by the Board and approved prior to the event will not be approved for funding.**

*Professional Licensing Boards meet in the Heber M. Wells Building. Meeting dates, times, and agendas can be accessed at www.dopl.utah.gov.

The following items may be considered by the Board in making a determination for funding:

- a. Previous experience in providing training; including cost per-attendee and current cost estimates.
- b. How the education fits with the Board's education objectives for the applicable year.
- c. How the text relates to the course objectives.
- d. Target audience.
- e. Target region.
- f. The number of students, hours of instruction, and the ratio of students per dollar to be spent for the education.
- g. The percentage of the training being paid for by the student, and by the Education and Enforcement Fund.
- h. Anticipated revenue received.

ITEMS QUALIFYING FOR STATE FUNDING:

Reimbursement will **only** be for educational expenses that qualify for state funding. Note: **Code Books** or any **Referenced Standards do not** qualify for funding. **Sponsors' staffing or personnel costs do not** qualify for funding. Break items **do not** qualify for funding (e.g. food, drink, promotional items, awards, and prizes).

The following is a list of items which may qualify for funding:

- Instructor Fees: Will not be reimbursed for excess of \$3,000 per day, *including* travel and meals. Any Instructor fees in excess of \$150.00 per hour will be subject to further review and approval by the Board, the Division and the Department. (*State or local government employees should be aware of prohibition of*

paying instructor fees if the instructor is also being paid wages for the same time period. Contact DOPL with questions.)

- Instructor Travel and Meals: Meals, mileage, and lodging must not exceed current State of Utah rates.
- Code Analysis and Code Update Books
- Workbooks, Study Guides, or Textbooks
- Meeting Rooms or Facilities
- Audio/Visual Equipment Costs
- Printing Costs (*including copies for workbooks, study guides, or textbooks*)
- Brochures (*for advertising, mailing, etc.*)
- Mailing, Postage & Handling Costs

Please note: Any items that do not qualify for state funding must be included as part of the registration fee paid by the participant, or paid by the sponsor of the program.

V. Applicants will be notified in writing if the application has been approved or denied. Advertising and agenda or training material for the training program shall include the following statement, ***“Partial funding for this educational opportunity has been provided by the Division of Occupational & Professional Licensing and the Education and Enforcement Fund.”***

VI. It is the responsibility of the sponsoring organization to assure that the training is provided by instructors who are qualified to teach the program demonstrated with adequate education and experience. Furthermore, the sponsoring organization is responsible to assure that instructors are prepared to teach the class, including making an appropriate outline of the program, making appropriate audio or visual aids, preparing or arranging for handouts or study guides, arranging for any needed equipment and assuring that the training is held for the time period specified in your request for funding. Please be aware that funding grants are based upon the sponsoring organizations’ assurance that a quality training program will be provided.

If the training is deficient in quality of presentation or preparation as outlined above, it could jeopardize your grant of funding. We recommend the contract you enter into with instructors completely and accurately specify the responsibilities of the instructors and any consequences as a result of failing to hold the training, and/or lack of adequate preparation.

VII. It is the responsibility of the sponsoring organization to engage in good faith negotiations to ensure the best reasonable value for eligible reimbursement costs.

VIII. After completion of each course the sponsoring organization must complete and submit the following to the Division in order to obtain reimbursement for the training provided:

- a. Request for Reimbursement Form
- b. Itemized Invoice: Provided on the sponsoring organization’s letterhead with attached original receipts, invoices, and other documentation to support the requested reimbursement.
- c. Roster of Attendees
- d. Advertising: Copy of the advertising announcement, agenda, and training material, which includes the acknowledgement of funding as specified above.



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<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> LAND SURVEYOR <input type="checkbox"/> LANDSCAPE ARCHITECT <input type="checkbox"/> GEOLOGIST	<input type="checkbox"/> New Funding Request - Requests should be submitted 60 days in advance of the program date. <input type="checkbox"/> Additional Funding Request - Requests should be submitted 60 days in advance of the program date.
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(Note: Microsoft Word users can fill in the blanks, print the form and save it for their records)

Requesting Organization:		Federal I.D. Number:	
Contact Person:		Phone #:	
Mailing Address:		Email:	
City:		State:	Zip:
Title of Event:		Amount Requested: \$	
Dates of Training - From:	To:	Location:	
Number of Classroom Hours:	Level of Curriculum:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Professional
Expected Number of Attendees:		<input type="checkbox"/> Novice	<input type="checkbox"/> Expert
<input type="checkbox"/> Mid level			
Summary of Training Objectives:			
Please provide information for <u>each course</u> being taught in the training. (Attach additional pages if necessary.)			
Course Description:			
Describe how the training relates to the education goals of the Professional Board for the current year:			
Text(s) or other materials to be used:			
Lead Instructor:		Phone #:	
Street Address:		Email:	
City:		State:	Zip:

BOARD ACTION		
Date:	<input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	Amount Recommended: \$
Reason:		
DEPARTMENT OF COMMERCE ACTION		
Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Amount Approved: \$
Bureau Manager:		Date:
Limited Purchasing Delegate:		Date:
Division Director:		Date:
Department Director:		Date:



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APPLICATION FOR FUNDING WORKSHEET

Title of Event:	
Dates of Training - From:	To:

PROJECTED TRAINING REVENUE		
Funding Participants (<i>excluding DOPL</i>)		
Jurisdiction:		\$
Organization/Association:		\$
Individual:		\$
Other:		\$
Other:		\$
Other:		\$
Other:		\$
Other:		\$
Other:		\$
Registration Fee: \$	Number of Attendees:	Total \$
Total Training Revenue Anticipated		\$
Portion of Registration fees for Non-Reimbursable Expenses (<i>Code books, Breaks, etc.</i>)		(\$)
Portion of Registration to be Applied Against Education Costs		(\$)
Balance of Anticipated Revenue		\$

PROJECTED TRAINING EXPENSES		
Meeting Room:		\$
Instructor Fees:		\$
Instructor Travel:		\$
Audio/Visual Equipment:		\$
Workbooks, Text Books, Study Guides:		\$
Printing:		\$
Brochures, Advertising:		\$
Postage, Mailing:		\$
Other qualified items:		\$
Total Reimbursable Expenses		\$
Portion of Registration to be Applied to Educational Cost		(\$)
Total Anticipated Reimbursement Request		\$

from the State of Utah are not being reimbursed from any

_____ Title



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REQUEST FOR REIMBURSEMENT FORM

Requesting Organization:		Federal I.D. Number:		
Contact Person:		Phone #:		
Mailing Address:		Email:		
City:		State:		Zip:
Title of Event:			Amount Requested: \$	
Dates of Training - From:		To:	Location:	
I hereby verify that I/we provided the educational program for which we obtained pre-approval from the Division and that we provided the program as outlined in our original submittal except for the following changes: <i>(Please identify below any changes that have been made in subjects, dates, locations or instructors, if applicable.)</i>				
Please identify the information required below. (Attach additional pages if needed.)				
Title/Subject	Date(s)	Location(s)	# Hours of Session	# Attendees

We are requesting reimbursement for the following costs incurred and for which we have attached the original receipts.	
Meeting Room; Name and Location:	\$
Instructor Fees:	\$
Instructor Travel/Meals:	\$
Instructor Name(s):	
Audio Visual Equipment:	\$
Workbooks, Textbooks, Study Guides:	\$
Title(s):	
Printing:	\$
Brochures, Advertising:	\$
Postage, Mailing:	\$
Other – Describe:	\$
Total Educational Expenditures	\$
Deduct the portion of registration fees that have been applied to educational costs	(\$)
Balance/Total Reimbursement Request:	\$



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REMITTANCE FORM

I hereby verify under penalty of perjury, that these expenses have been paid by our organization and that we have received no other reimbursement for these expenses from any other source.

Remit To:

Organization Name

Federal I.D. Number

Date Signed

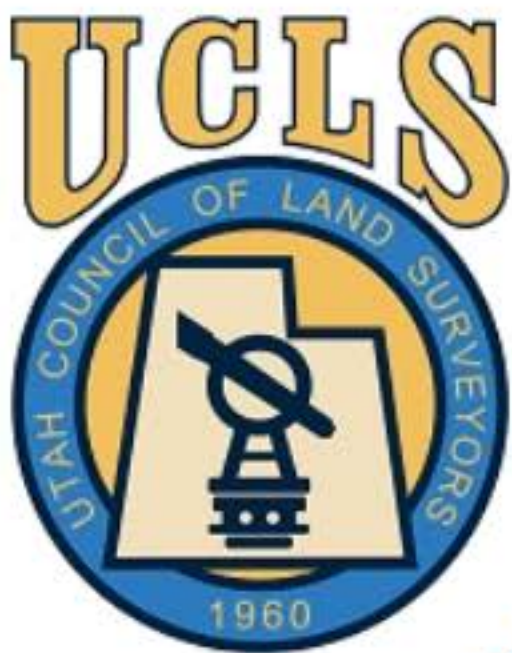
Authorized Representative *(Please Print)*

Title

Signature

DEPARTMENT OF COMMERCE USE ONLY							
PURPOSE:		DEPT:	670	FUND:		UNIT	
Board Secretary:						Date:	
Bureau Manager:						Date:	
Limited Purchasing Delegate:						Date:	
Division Director:						Date:	
Department Director:						Date:	

2024 Annual Conference "Come and Learn"



→ February 21-23,
2024

Dixie Convention Center, St. George, UT

→ -Elevation Certificate
Training
-50 Ways to Make Your
Surveys better and Life
Easier
-FAA Part 107 Remote Pilot
License Review
-Golf Tournament
-Scholarship Auction
-And much more



Dr. Richard Elgin
KEYNOTE SPEAKER

Register now to secure
your spot at this
must-attend event.

Go to www.ucls.org for more
information and to register.

		2024 Tentative UCLS Conference Schedule "COME AND LEARN"		
WEDNESDAY FEB 21, 2024	NOON-1:00 PM	Registration		
	1:00-1:30	Welcome & Opening Ceremonies		
	1:30 - 3:00 PM	Elevation Certificate Training Becca Fricke-Croft	Golf Tournament (offsite)	1.5 CEU's (not for golf tournament)
	3:00 - 3:30	Break		
	3:30 - 5:00	Elevation Certificate Training Becca Fricke-Croft	Golf Tournament (offsite)	1.5 CEU's (not for golf tournament)

		Keynote Location: Ballroom CDEF	Breakout #1 Location: Sunbrook	Breakout #2 Location: Ballroom AB	
THURSDAY FEB 22, 2024	7:00 - 8:00 AM	Breakfast and Late Registration			
	8:00 - 10:00 AM	50 Ways to Make Your Surveys Better and Life Easier <i>Dr. Richard Elgin</i>	FAA Part 107 Remote Pilot License Review - Aerotas	Drafting for Surveyors Shawn Herring	2 CEU's
	10 - 10:30	Break			
	10:30 AM - NOON	50 Ways to Make Your Surveys Better and Life Easier <i>Dr. Richard Elgin</i>	FAA Part 107 Remote Pilot License Review - Aerotas	Legal Title vs. Record Title <i>Deveron Anderson</i>	1.5 CEU's
	NOON - 1:30	Lunch, Award Presentations and Vendor Break			
	1:30 - 3:00	Surveyor's Notes for Plats <i>Dr. Richard Elgin</i>	FAA Part 107 Remote Pilot License Review - Aerotas	Standard & Ethics Committee Meeting	1.5 CEU's
	3:00-3:30	Break			
	3:30 - 5:00 PM	Writing Boundary Descriptions...A Primer, Some Suggestions and Examples <i>Dr. Richard Elgin</i>	FAA Part 107 Remote Pilot License Review - Aerotas	UVU Surveying Update Dan Perry	1.5 CEU's

		Keynote Location: Ballroom CDEF	Breakout #1 Location: Sunbrook	Breakout #2 Location: Ballroom AB	
FRIDAY FEB 23, 2024	7:00-8:00	Breakfast and Late Registration			
	8:00 - 10:00	Understanding Public Infrastructure Districts (PID) <i>Matt Ence</i>	Educating Surveyors Dan Perry	Equipment, Care and Field Maintenance <i>Monsen Engineering</i>	2 CEU's
	10-10:30	Break			
	10:30 - NOON	Understanding Public Infrastructure Districts (PID) <i>Matt Ence</i>	Educating Surveyors Dan Perry	GPS Modernization Brad Mortensen	1.5 CEU's
	NOON - 1:30 PM	Lunch, Officer Installation and Vendor Break			
	1:30 - 3:00	NGS & VRS Update Sean Fernandez	Legislative Committee Meeting	Education Committee Meeting	1.5 CEU's
	3:00-3:30	Break			
	3:00 - 5:00 PM	Closing Ceremonies/Auction/Raffle			

MEMO

DATE: November 7, 2023

TO: Member Board Administrators

FROM: David Cox, Chief Executive Officer

RE: Funded Delegate Notification for the NCEES Western Zone Interim Meeting

The 2024 NCEES Western Zone interim meeting will be held May 16–18 in Bozeman, Montana. A meeting summary, which includes funding details and a draft schedule of events, is attached.

In accordance with NCEES policy, the Council will fund the lodging, travel expenses, and registration fees for the designated member board administrator (MBA) from each member board. The Council will provide the same funding to three eligible delegates.

For the designated attendees to receive this funding, their respective member boards must be in active status as defined in *Bylaws* 10.012. Delegates must attend all business meetings on Friday, May 17 and Saturday, May 18. Additional eligibility requirements for each are described below.

When meeting registration opens in February, NCEES will send an invitation to each funded attendee via email with meeting information and instructions for registering and making travel arrangements. Please include the person's email address, not an assigned board email address.

Member board administrator

NCEES will automatically invite the current eligible board administrator when registration opens in February, so it is not necessary to provide your name and contact information in the online form. When an MBA represents more than one board, the funding is for the designated MBA only and not for the assistant MBA or other member board staff.

Funded delegates

To qualify to be a funded delegate, the individual must be a current board member or an associate member.

[Click here](#) to access the funded delegate form. Responses must be received by **February 7**. If you need to make changes to the designated funded delegates after February 7, send an email to the Meetings Department at meetings@ncees.org.

For questions regarding funding, contact the Meetings Department at meetings@ncees.org.

Attachment

2024 NCEES Western Zone Interim Meeting—Summary for Funded Attendees

Meeting dates and location	<p>May 16–18, 2024</p> <p>Best Western Plus GranTree Inn</p> <p>1325 North 7th Avenue</p> <p>Bozeman, MT 59715</p>
Meeting summary	<p>The NCEES zone interim meetings are held each spring. The primary purpose of the meeting is for representatives from the member licensing boards to hear and discuss reports from the NCEES board of directors, CEO, standing committees, and task forces. The work of the committees and task forces results in motions that will be presented for Council vote at the annual meeting in August. Zone meeting delegates can ask questions and discuss possible annual meeting motions, and they are encouraged to take information back to their boards for further discussion. Additionally, delegates will provide individual board updates, elect a zone vice president and assistant vice president, and select a nominee for NCEES president-elect (election to be held at the annual meeting in August).</p>
Schedule overview	<p>The business meeting will begin at 8:30 a.m. on Friday, May 17 and conclude by 11:45 a.m. on Saturday, May 18. A draft business meeting agenda follows on the next page. A full schedule of events will be posted at ncees.org/zones when registration opens in February.</p>
Attendance requirements	<p>Plan to arrive on Thursday, May 16 and depart on Saturday, May 18 or Sunday, May 19. Funded attendees must attend all business meetings on Friday and Saturday. Flights must depart after 1:30 p.m. on Saturday.</p>
NCEES funding summary	<p>The Council will fund the following, as applicable, for the member board administrator and three eligible funded delegates from each board: meeting registration, lodging expenses for up to three nights (May 16–18), and travel costs, per the travel policy. NCEES will also pay a one-time stipend to cover incidental expenses accordingly:</p> <ul style="list-style-type: none"> • \$140 plus the approved mileage calculation for those who drive • \$290 for those who fly
Registration details	<p>Meeting registration includes the business meeting; Thursday’s dinner reception; Friday’s breakfast, lunch, and dinner; and Saturday’s breakfast.</p>
Hotel room block rate	<p>\$97/night, plus taxes and fees (currently 8 percent and \$2 per night)</p> <p>NCEES will make the hotel reservations for all funded attendees based on information provided during registration and will be direct billed for room, taxes, and fees for up to three nights (May 16–18).</p>
Air travel and ground transportation	<p>NCEES will fund round-trip economy-class airfare to Bozeman. The hotel is located 15 minutes from Bozeman Yellowstone International Airport and provides complimentary airport shuttle. Instructions to book air travel will be available in individual invitations, and ground transportation details will be posted at ncees.org/zones when registration opens.</p>
Hotel parking costs	<p>Self-parking is complimentary.</p>

NCEES Western Zone Interim Meeting
Bozeman, Montana
May 16–18, 2024

Schedule of Events (draft November 2023)

Thursday, May 16

5:30–6:00 p.m.	Leadership Development Committee event
6:30–7:00 p.m.	First-time attendee reception
7:00–8:30 p.m.	Welcome dinner reception

Friday, May 17

7:00–8:15 a.m.	Breakfast
8:30–11:45 a.m.	Business session 1 <ul style="list-style-type: none">▪ Call to order▪ Pledge of Allegiance▪ Welcome▪ Roll call of member boards▪ Introduction of guests and attendees▪ Review of schedule for the day▪ Call for additional agenda items▪ Appointment of Resolutions Committee▪ Zone business<ul style="list-style-type: none">○ Approval of zone meeting minutes from 2023 annual meeting○ Nominating Committee report (elections on Saturday)<ul style="list-style-type: none">○ Remarks from candidates for nominee for NCEES president-elect○ Remarks from candidates for zone vice president○ Remarks from candidates for zone assistant vice president○ Leadership Development Committee report○ Awards Committee report▪ NCEES officer and CEO reports▪ NCEES committee and task force reports
Noon–1:30 p.m.	Luncheon
2:00–5:00 p.m.	Business session 2 <ul style="list-style-type: none">▪ NCEES committee and task force reports (cont.)
Time TBD	Dinner event

Saturday, May 18

7:00–8:15 a.m.

Breakfast

8:30–10:15 a.m.

Breakout forums

- Engineering
- Surveying
- Member board administrators

10:30–11:45 a.m.

Business session 3

- Elections
 - Nominee for NCEES president-elect
 - Zone vice president
 - Zone assistant vice president
- Forum reports
 - Engineering
 - Surveying
 - Member board administrators
- Site Selection Committee report
- Update on state activities
- New business
 - Consideration of resolutions
- Other items
- Resolutions Committee report
- Invitation to 2025 Central/Western Zone joint interim meeting
- Adjourn

11:45 a.m.

Lunch on your own