

Policy Advisory Request Form Instructions

When to use this form:

A policy advisory is a formal, written interpretation of the Texas Engineering Practice Act endorsed by the Texas Board of Professional Engineers. A typical request would be in the form of a question. An example question may be: “What aspects of transportation planning are considered by the Texas Board of Professional Engineers to be engineering?” A question like this prompted our 10/14/2003 policy advisory regarding metropolitan transportation planning. That particular policy advisory explored the levels of detail required in each aspect of planning a transportation system and when engineering may be involved. Along with the question, provide additional information that will aid Board staff in the analysis of the request. It is important to note that the Board is not able to change the Texas Engineering Practice Act; only the Texas Legislature can edit the statute. Please also provide contact information for possible stakeholders that can aid the Board in the research necessary for a thorough policy advisory.

What happens after I submit the form?

Board staff will evaluate the request and contact you for additional information or clarifications, if needed. It is important that your contact information is current and correct. Once Board staff is satisfied that the request is understood and it appears that a formal interpretation of the Texas Engineering Practice Act might be needed to answer the request, a meeting of the Policy Advisory Opinion Committee (PAOC) will be requested. The committee consists of 4 regular Board members. The PAOC will meet in an open public meeting and vote on the next action to be taken with the request. The PAOC may accept the request and assign a Board member to act as a liaison between staff and the committee to research the request and seek an answer. The PAOC may also reject the request, or decide that there is sufficient information in the statute and rules for the committee to answer the request, and authorize a written response letter be issued by the Executive Director. For most policy advisory requests, once the request has been accepted by the committee, stakeholder meetings are organized to provide technical input on the request and aid staff to author a draft policy advisory opinion. The PAOC assigns one of the members as a liaison to work closely with staff to generate a draft opinion. The draft opinion is reviewed and revised by the committee until a satisfactory answer to the request is found. Once the committee accepts the draft policy advisory opinion, the full Board discusses and votes on acceptance of the policy advisory opinion at a regularly scheduled meeting of the Texas Board of Professional Engineers. It is important that the requestor participates in the stakeholder and committee process to answer questions and insure that all stakeholders possible can provide input to the committee.