Vision
The vision of NCEES is to provide leadership in professional licensure of engineers and surveyors through excellence in uniform laws, licensing standards, and professional ethics in order to safeguard the health, safety, and welfare of the public and to shape the future of professional licensure.

Mission
The mission of NCEES is to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public.

This mission is supported through its member boards, board of directors, staff, board administrators, and volunteers by:

- Providing outstanding nationally normed examinations for engineers and surveyors
- Providing uniform model laws and model rules for adoption by the member boards
- Promoting professional ethics among all engineers and surveyors
- Coordinating with domestic and international organizations to advance licensure of all engineers and surveyors
CONTENTS

PREFACE ......................................................................................................................... 1

AN ACT.................................................................................................................................. 3

110 INTRODUCTION............................................................................................................ 3
  110.10 General Provisions ................................................................................................. 3
  110.20 Definitions ............................................................................................................... 3

120 THE LICENSING BOARD .............................................................................................. 6
  120.10 Board Appointments, Terms ................................................................................... 6
  120.20 Board Qualifications .............................................................................................. 7
  120.30 Board Compensation, Expenses ........................................................................... 7
  120.40 Board Removal of Members, Vacancies ................................................................... 7
  120.50 Board Organization and Meetings .......................................................................... 7
  120.60 Board Powers ......................................................................................................... 7
  120.70 Receipts and Disbursements .................................................................................... 9
  120.80 Records and Reports .............................................................................................. 9
  120.90 Roster ..................................................................................................................... 10

130 LICENSURE .................................................................................................................. 10
  130.10 General Requirements for Licensure ..................................................................... 10
  130.20 Application and Fees .............................................................................................. 13
  130.30 Examinations ......................................................................................................... 14

140 LICENSEES .................................................................................................................. 14
  140.10 Certificates of Licensure, Seals ................................................................................ 14
  140.20 Expirations, Renewals, and Reinstatement to Active Practice ............................... 15
  140.30 Issuance of Duplicate Certificates .......................................................................... 15

150 DISCIPLINARY ACTION ................................................................................................. 15
  150.10 Grounds for Disciplinary Action—Licensees and Interns ...................................... 15
  150.20 Disciplinary Action Procedures—Licensees and Interns ......................................... 16
  150.30 Grounds for Disciplinary Action—Unlicensed Individuals ..................................... 17
  150.40 Disciplinary Action Procedures—Unlicensed Individuals ..................................... 17
  150.50 Criminal Offenses ................................................................................................ 18

160 CERTIFICATES OF AUTHORIZATION FOR FIRMS .................................................. 18
  160.10 General Requirements for Certificates of Authorization ...................................... 18
  160.20 Managing Agent and Resident Professional ........................................................ 18
  160.30 Liability Not Affected ............................................................................................. 19
  160.40 Application and Fees .............................................................................................. 19
  160.50 Expirations and Renewals ....................................................................................... 20
  160.60 Issuance of Duplicate Certificates .......................................................................... 20
  160.70 Grounds for Disciplinary Action—Firms Holding a Certificate of Authorization ......................................................................................................................... 20
  160.80 Disciplinary Action Procedures—Firms Holding a Certificate of Authorization 21
  160.90 Grounds for Disciplinary Action—Firms Not Holding a Certificate of Authorization 22
160.100 Disciplinary Action Procedures—Firms Not Holding a Certificate of Authorization ........................................... 22
160.110 Criminal Offenses .................................................................................................................. 23

170 MISCELLANEOUS .......................................................................................................................... 23
170.10 Public Works .......................................................................................................................... 23
170.20 Engineered Products and Systems ....................................................................................... 23
170.30 Exemption Clause .................................................................................................................... 23
170.40 Duties of Recorders ................................................................................................................ 24
170.50 Invalid Provisions .................................................................................................................... 24
170.60 Repeal of Conflicting Legislation ......................................................................................... 24
170.70 Effective Date ........................................................................................................................ 24

APPENDIX A: Cross-Reference for Model Law ...................................................................................... 25
APPENDIX B: References to Internal Citations in Model Law .......................................................... 32
APPENDIX C: NCEES Publications .................................................................................................. 33
PREFACE

Purpose of the NCEES Model Law and Model Rules

The vision of the National Council of Examiners for Engineering and Surveying (NCEES) is to provide leadership in professional licensure of engineers and surveyors through excellence in uniform laws, licensing standards, and professional ethics in order to safeguard the health, safety, and welfare of the public and to shape the future of professional licensure. The mission of NCEES is to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public.

NCEES serves as an organization through which its members—the engineering and surveying licensure boards in all U.S. states and territories—can counsel and act together to better discharge their duties as individual, autonomous regulatory agencies. One of the primary ways NCEES fulfills its vision and supports its mission is by providing the Model Law and Model Rules for adoption by its member boards.

The NCEES Model Law sets forth broad ideas about the regulation of engineering and surveying licensure. It is an enabling document that defines the board’s powers and duties. It is designed to assist legislative counsels, legislators, and NCEES members in preparing new or amendatory legislation. Each line in the sections is numbered to facilitate use of this document as a working model.

The Model Rules complements the Model Law by providing model rules and regulations for the ways member boards can carry out the general concepts introduced and set forth in the law. While it is designed to explain broad provisions stated in the Model Law by offering the details from an administrative perspective, the Model Rules, just like a board’s regulations or rulemaking process, functions only within the authority granted by the Model Law. The Model Rules is designed to assist NCEES member board members, board counsel, and board administrators in preparing and updating board rules.

Revisions to the Model Law and Model Rules are decided at the NCEES annual business meeting each year. By vote, the majority of NCEES member boards have agreed that the language in them represents the gold standard for engineering and surveying licensure requirements in the United States. The intent of NCEES in preparing these uniform model documents is to present its member boards with a high-level benchmark—and yet a sound and realistic guide—that will provide greater uniformity of qualifications for licensure, raise these qualifications to a higher level of accomplishment, and simplify the interstate licensure of engineers and surveyors.
LICENSURE OF ENGINEERS AND SURVEYORS

AN ACT
To regulate the practice of engineering and/or surveying; provide for the licensure of qualified individuals as professional engineers and/or professional surveyors and for the certification of engineer interns, surveyor interns, and firms; define the terms “Engineer,” “Professional Engineer,” “Professional Engineer, Retired,” “Engineer Intern,” and “Practice of Engineering”; define the terms “Professional Surveyor,” “Professional Surveyor, Retired,” “Surveyor Intern,” and “Practice of Surveying”; create a jurisdiction board of licensure for professional engineers and/or professional surveyors and provide for the appointment and compensation of its members; fix the term of members of the board and define its powers and duties; set forth the minimum qualifications and other requirements for licensure as a professional engineer and/or a professional surveyor and for certification as an engineer intern, surveyor intern, or firm; establish fees and expiration and renewal requirements; impose certain duties upon this jurisdiction and political subdivisions thereof in connection with public work; and provide for the enforcement of this Act and penalties for its violation.

Be it enacted by the [insert Legislative body name] of the Jurisdiction of [insert state or territory name] as follows.

110 INTRODUCTION
110.10 General Provisions
A. Regulation of Engineers and Surveyors—In order to safeguard the health, safety, and welfare of the public, the practice of engineering and/or the practice of surveying in this jurisdiction is/are hereby declared to be subject to regulation in the public interest. It shall be unlawful for any person to practice, or to offer to practice, engineering and/or surveying in this jurisdiction, as defined in the provisions of this Act, or to use in connection with their name or otherwise assume, or advertise any title or description tending to convey the impression that they are a licensed engineer and/or surveyor, unless such person has been duly licensed or authorized or is exempted under the provisions of this Act. The practice of engineering or surveying shall be deemed a privilege granted by this jurisdiction through the licensing board based on the qualifications of the individual as evidenced by that individual’s certificate of licensure, which shall not be transferable.

B. Board Structure—The licensing board shall be an independent agency. It shall receive no financial support from the jurisdiction general fund and be fully supported by the revenue collected through fees and other sources. All revenue collected by the board shall be deposited into the Professional Engineers and/or Surveyors Account [board account], reserved and dedicated for the express use of administering the requirements of this Act.

110.20 Definitions
A. Engineer
1. Engineer—The term “Engineer,” within the intent of this Act, shall mean an individual who is qualified to practice engineering by reason of engineering education, training, and experience in the application of engineering principles and the interpretation of engineering data.
2. Professional Engineer—The term “Professional Engineer,” as used in this Act, shall mean an individual who has been duly licensed as a professional engineer by the board. The board may

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1 The Model Law is designed to serve boards of engineers and surveyors, boards of engineers, and boards of surveyors. NCEES recognizes that each jurisdiction will have its own framework as a government agency, as an agency under an umbrella organization, or as an independent board.
2 The independent nature of a board is the best structure for efficient operations. It minimizes adverse effects of external influences related to funding, decision-making, and disciplinary activities.
designate a professional engineer, on the basis of education, experience, and examination, as being licensed in a specific discipline or branch of engineering signifying the area in which the engineer has demonstrated competence.

3. Professional Engineer, Retired—The term “Professional Engineer, Retired,” as used in this Act, shall mean an individual who has been duly licensed as a professional engineer by the board and who chooses to relinquish or not to renew a license and who applies to and is approved by the board to be granted the use of the title “Professional Engineer, Retired.”

4. Engineer Intern—The term “Engineer Intern,” as used in this Act, shall mean an individual who has been duly certified as an engineer intern by the board.

5. Practice of Engineering—The term “Practice of Engineering,” as used in this Act, shall mean any service or creative work requiring engineering education, training, and experience in the application of engineering principles and the interpretation of engineering data to engineering activities that potentially impact the health, safety, and welfare of the public.

The services may include, but not be limited to, providing planning, studies, designs, design coordination, drawings, specifications, and other technical submissions; teaching engineering design courses; performing surveying that is incidental to the practice of engineering; and reviewing construction or other design products for the purposes of monitoring compliance with drawings and specifications related to engineered works.

Surveying incidental to the practice of engineering excludes the surveying of real property for the establishment of land boundaries, rights of way, easements, and the dependent or independent surveys or resurveys of the public land survey system.

An individual shall be construed to practice engineering, within the meaning and intent of this Act, if he or she does any of the following:

a. Practices any discipline of the profession of engineering or holds himself or herself out as able and entitled to practice any discipline of engineering

b. Represents himself or herself to be a professional engineer by verbal claim, sign, advertisement, letterhead, or card or in any other way

c. Through the use of some other title, implies that he or she is a professional engineer or licensed under this Act

6. Inactive Status—Licensees who are not engaged in engineering practice that requires licensure in this jurisdiction may be granted inactive status. No licensee granted inactive status may practice or offer to practice engineering in this jurisdiction unless otherwise exempted in this Act. Licensees granted inactive status are exempt from continuing education requirements.

B. Professional Surveyor (Professional Land Surveyor, Professional Surveyor and Mapper, Geomatics Professional, or equivalent term)

1. Professional Surveyor—The term “Professional Surveyor,” as used in this Act, shall mean an individual who has been duly licensed as a professional surveyor by the board established under this Act and who is a professional specialist in the technique of measuring land, educated in the basic principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence and all requisite to surveying of real property, and engaged in the practice of surveying as herein defined.

2. Professional Surveyor, Retired—The term “Professional Surveyor, Retired,” as used in this Act, shall mean an individual who has been duly licensed as a professional surveyor by the board and who chooses to relinquish or not to renew a license and who applies to and is approved by the board to be granted the use of the title “Professional Surveyor, Retired.”
3. Surveyor Intern—The term “Surveyor Intern,” as used in this Act, shall mean an individual who has been duly certified as a surveyor intern by the board.

4. Practice of Surveying—The term “Practice of Surveying,” as used in this Act, shall mean providing, or offering to provide, professional services using such sciences as mathematics, geodesy, and photogrammetry, and involving both (1) the making of geometric measurements and gathering related information pertaining to the physical or legal features of the earth, improvements on the earth, the space above, on, or below the earth and (2) providing, utilizing, or developing the same into survey products such as graphics, data, maps, plans, reports, descriptions, or projects. Professional services include acts of consultation, investigation, testimony evaluation, expert technical testimony, planning, mapping, assembling, and interpreting gathered measurements and information related to any one or more of the following:
   a. Determining by measurement the configuration or contour of the earth’s surface or the position of fixed objects thereon
   b. Determining by performing geodetic surveys the size and shape of the earth or the position of any point on the earth
   c. Locating, relocating, establishing, reestablishing, or retracing property lines or boundaries of any tract of land, road, right of way, or easement
   d. Making any survey for the division, subdivision, or consolidation of any tract(s) of land
   e. Locating or laying out alignments, positions, or elevations for the construction of fixed works
   f. Determining, by the use of principles of surveying, the position for any survey monument (boundary or nonboundary) or reference point; establishing or replacing any such monument or reference point
   g. Creating, preparing, or modifying electronic, computerized, or other data, relative to the performance of the activities in items a–f above

An individual shall be construed to practice surveying, within the meaning and intent of this Act, if he or she does any of the following:
   a. Engages in or holds himself or herself out as able and entitled to practice surveying
   b. Represents himself or herself to be a professional surveyor by verbal claim, sign, advertisement, letterhead, or card or in any other way
   c. Through the use of some other title, implies that he or she is a professional surveyor or licensed under this act

5. Inactive Status—Licensees who are not engaged in surveying practice that requires licensure in this jurisdiction may be granted inactive status. No licensee granted inactive status may practice or offer to practice surveying in this jurisdiction unless otherwise exempted in this Act. Licensees granted inactive status are exempt from the continuing education requirements.

C. Board—The term “Board,” as used in this Act, shall mean the jurisdiction board of licensure for professional engineers and professional surveyors, hereinafter provided by this Act.

D. Jurisdiction—The term “Jurisdiction,” as used in this Act, shall mean a state, the District of Columbia, or any territory, commonwealth, or possession of the United States that issues licenses to practice and regulates the practice of engineering and/or surveying within its legal boundaries.

E. Responsible Charge—The term “Responsible Charge,” as used in this Act, shall mean direct control and personal supervision of engineering or surveying work, as the case may be.

F. Rules of Professional Conduct—The term “Rules of Professional Conduct,” as used in this Act, shall mean those rules of professional conduct, if any, promulgated by the board as authorized by this Act.
G. Firm—The term “Firm,” as used in this Act, shall mean any form of business or entity other than an individual operating as a sole proprietorship under his or her own name.

H. Managing Agent—The term “Managing Agent,” as used in this Act, shall mean an individual who is licensed under this Act and who has been designated pursuant to Section 160.20 of this Act by the firm.

I. Rules—The term “Rules,” as used in this Act, shall mean those rules and regulations adopted pursuant to Section 120.60 A, Board Powers, of this Act.

J. Signature—The term “Signature,” as used in this Act, shall be in accordance with the Rules.

K. Seal—The term “Seal,” as used in this Act, shall mean a symbol, image, or list of information in accordance with the Rules.

L. Licensee—The term “Licensee,” as used in this Act, shall mean a professional engineer or a professional surveyor.

M. Person—The term “Person,” as used in this Act, shall mean an individual or firm.

N. Or the Equivalent—The term “Or the Equivalent,” as used in this Act, shall mean an educational program/curriculum that meets the NCEES Engineering Education Standard or a surveying program/curriculum that meets the NCEES Surveying Education Standard, as applicable.

O. Authoritative—The term “Authoritative,” as used in this Act or Rules promulgated under this Act, shall mean being presented as trustworthy and competent when used to describe products, processes, applications, or data resulting from the practice of surveying.

P. Disciplinary Action—The term “Disciplinary Action,” as used in this Act, shall mean any final written decision or settlement taken against an individual or firm by a licensing board based upon a violation of the board’s laws and rules.

120 THE LICENSING BOARD

120.10 Board Appointments, Terms

A jurisdiction board of licensure for professional engineers and/or professional surveyors is hereby created whose duty it shall be to administer the provisions of this Act. The board shall consist of [insert number] professional engineers, [insert number] professional surveyors, and [insert number] public members who shall be appointed by the governor. The professional engineer and professional surveyor members shall preferably be appointed from a list of nominees submitted by the respective engineering and/or surveying societies of this jurisdiction and shall have the qualifications required by Section 120.20 of this Act. Each member of the board shall receive a certificate of his or her appointment from the governor and shall file with this jurisdiction a written oath or affirmation for the faithful discharge of his or her official duty. Appointments to the board shall be in such manner and for such period of time that the term of each member shall expire at the end of a different year, insofar as is possible. On the expiration of the term of any member, the governor shall in the manner hereinafore provided appoint for a term of [insert number] years a professional engineer, a professional surveyor, or a public member having the qualifications required in Section 120.20 of this Act. Members may be reappointed to succeed themselves. Each member shall hold office until the expiration of the term for which appointed or until a successor has been duly appointed and has qualified. In the event of a vacancy on the board due to resignation, death, or for any cause resulting in an unexpired term, if not filled within 3 months by the governor, the board may appoint a provisional member to serve in the interim until the governor acts.
120.20 Board Qualifications
Each professional engineer member of the board shall be a citizen of the United States and a resident of this jurisdiction. He or she shall have been engaged in the lawful practice of engineering as a professional engineer for at least 12 years, shall have been in responsible charge of engineering projects for at least 5 years, and shall be a licensed professional engineer in this jurisdiction.
Each professional surveyor member of the board shall be a citizen of the United States and a resident of this jurisdiction. He or she shall have been engaged in the lawful practice of surveying as a professional surveyor for at least 12 years, shall have been in responsible charge of surveying projects for at least 5 years, and shall be a licensed professional surveyor in this jurisdiction.
Each public member of the board shall be a citizen of the United States and a resident of this jurisdiction and shall not be or have been either a professional engineer or professional surveyor. The majority of the board members shall be professional engineers and/or professional surveyors.

120.30 Board Compensation, Expenses
Each member of the board shall be entitled to the maximum allowable per diem set by the board when attending to the work of the board or any of its committees and for the time spent in necessary travel; and, in addition thereto, shall be reimbursed for all actual traveling, incidental, and clerical expenses necessarily incurred in carrying out the provisions of this Act.

120.40 Board Removal of Members, Vacancies
The governor may remove any member of the board for misconduct, incompetence, neglect of duty, or for reason prescribed by law for removal of jurisdiction officials. Vacancies in the membership of the board shall be filled for the unexpired term by appointment of the governor as provided in Section 120.10 of this Act.

120.50 Board Organization and Meetings
The board shall hold at least [insert number] regular meetings each year. Other meetings may be called as prescribed by jurisdictional law. The board shall elect or appoint annually from among its membership the following officers: a chairperson, a vice chairperson, and a secretary. A quorum of the board shall consist of no fewer than [insert number] professional engineer members, [insert number] professional surveyor members, and [insert number] public members.

120.60 Board Powers
A. The board shall have the power to adopt and amend all bylaws and rules of procedure not inconsistent with the constitution and laws of this jurisdiction or this Act, including, but not limited to, the adoption and promulgation of Rules, which may be reasonably necessary for the proper performance of its duties and the regulation of its procedures, meetings, records, examinations, and the conduct thereof. These actions by the board shall be binding upon individuals licensed or recognized under this Act and on non-licensees found by the board to be in violation of provisions of this Act and shall be applicable to firms that hold or should hold a certificate of authorization as provided in Section 160 of this Act. The board shall adopt and have an official seal, which shall be affixed to each certificate issued.
B. In carrying into effect the provisions of this Act, the board may subpoena witnesses and compel their attendance and may also require the submission of books, papers, documents, or other pertinent data, in any disciplinary matter, or in any case wherever a violation of this Act is alleged. Upon failure or refusal to comply with any such order of the board or upon failure to honor its
subpoena, as herein provided, the board may apply to a court of competent jurisdiction to enforce compliance with same.

C. The board is hereby authorized in its own name to apply for relief by injunction in the established manner provided in cases of civil procedure, without bond, to enforce the provisions of this Act or to restrain any violation thereof. In such proceedings, it shall not be necessary to allege or prove either that an adequate remedy at law does not exist or that substantial or irreparable damage would result from the continued violation thereof. The members of the board shall not be personally liable under these proceedings.

D. The board may subject any applicant to such examinations as it deems necessary to determine the applicant’s qualifications.

E. The board shall have the power and authority to require a demonstration of continuing professional competency of professional engineers and professional surveyors as a condition of renewal or relicensure.

F. The board has the authority for citation and fining of persons engaged in the practice of engineering or surveying in this jurisdiction as provided by law. This board authority applies to licensed, unlicensed, authorized, and unauthorized persons.

G. The board shall retain and exercise all administrative and civil rights and remedies commonly available to agencies in this jurisdiction. No action or other legal proceedings for damages shall be instituted against the board or against any board member or employee or agent of the board for any act done in good faith and in the intended performance of any power granted under this Act or for any neglect or default in the performance or exercise in good faith of any such duty or power.

H. The board shall have the power and authority to waive requirements of this law pertaining to surveying or engineering licensure provided consideration is given to safeguarding the health, safety, and welfare of the public.

I. In carrying out the duties, functions, and obligations in this Act, the board may contract with any jurisdictional agency or private vendor as the board considers appropriate. The board may also enter into contracts to acquire, own, encumber, issue, replace, deal in, and dispose of real and personal property.

J. The board shall have the power to employ such staff as necessary for the proper performance of its work. The board may employ an individual who shall be responsible for the administration of the policies of the board and for the processing of its routine operations. The board may also employ those persons required and qualified, including full or part-time, to perform the administration of the laws of this jurisdiction and those rules regulating the practice of engineering and surveying. This includes the use of consultants when deemed necessary.

K. The board shall have the power to appoint committees to assist the board’s efforts in carrying out the responsibilities of this Act.

L. The board shall have the power to adopt and collect fees in amounts necessary to enable the board to carry out its function under this Act.

M. The board shall be authorized to use electronic transmissions for all purposes permitted under statute [citation for jurisdiction law].

N. The attorney general of this jurisdiction or his or her assistants may act as legal adviser to the board and render such legal assistance as may be necessary in carrying out the provisions of this Act. The board may employ or retain counsel and necessary assistance to aid in the enforcement of this Act, and the compensation and expenses therefore shall be paid from the funds of the board.
120.70 Receipts and Disbursements
The board administrator shall receive, disburse, and account for all monies derived under the provisions of this Act. This fund shall be known as the “Professional Engineers’ and Professional Surveyors’ Fund,” shall be kept in a local bank or deposited with the jurisdiction treasurer, and shall be paid out only upon requisitions submitted by the board administrator. All monies in this fund are hereby specifically appropriated for the use of the board. The board administrator shall give a surety bond to this jurisdiction in such sum as may be required by the laws of this jurisdiction. The premium on said bond shall be regarded as a proper and necessary expense of the board. The board administrator shall receive such salary as the board shall determine. The board shall make expenditures from the abovementioned fund for any purpose which, in the opinion of the board, is reasonably necessary for the proper performance of its duties under this Act, including the expenses of the board’s delegates to meetings of and membership fees to the National Council of Examiners for Engineering and Surveying (NCEES) and any of its subdivisions. Individuals appointed by the board to serve on committees, or who perform other services required by the board, are entitled to reimbursement of expenses as approved by the board. Under no circumstances shall the total amount of warrants issued in payment of the expenses and compensation provided for in this Act exceed the amount of monies collected.

120.80 Records and Reports
A. The board shall keep a record of its proceedings. The board shall also keep a record of all applications for licensure, which shall show all of the following:
   1. The name, date of birth, and physical address of each applicant
   2. The date of application
   3. The place of business of the applicant
   4. Educational and other qualifications of the applicant
   5. Whether or not an examination was required
   6. Whether or not the applicant was rejected
   7. Whether or not a certificate of licensure was granted
   8. The date of the action by the board
   9. A declaration under penalty of perjury from each applicant that he or she will abide by the statutes and rules prescribed by the board, with the declaration becoming a part of his or her application for licensure
   10. Any other information deemed necessary by the board
B. The board shall also keep a record of all applications of firms for a certificate of authorization, which shall show all of the following:
   1. The name, date of formation, and business address of each applicant
   2. The date of application
   3. The name, physical address, and license number of the managing agent
   4. Whether or not the applicant was rejected
   5. Whether or not a certificate of authorization was granted
   6. The date of the action by the board
   7. A declaration under penalty of perjury from an officer and managing agent, if the officer is not the managing agent, that the applicant will abide by the statutes and rules prescribed by the board, with the oath becoming a part of its application for a certificate of authorization
   8. Any other information deemed necessary by the board
C. The record of the board proceedings shall be prima facie evidence of the proceedings of the board, and a transcript thereof, duly certified by the board administrator under seal, shall be admissible as evidence with the same force and effect as if the original were produced.

D. The board shall adopt its budget in accordance with accepted accounting principles and jurisdictional requirements. Periodic budget status reports showing classifications of expenditures and revenues shall be made to the public and stakeholders. The board administrator shall make an annual financial report to the governor or other appropriate fiscal oversight authorities in this jurisdiction.

E. The Freedom of Information Act requires most records, papers, and reports of the board to be public in nature and to be obtained from the board upon written request and payment of costs of reproduction, handling, and mailing. Other records, papers, and reports, most of which are confidential, are not considered to be public in nature and are not available except when required by court action or the jurisdiction’s public records laws. These include, but are not limited to, examination material for examinations not yet given, file records of examination problems and solutions, examinations scores, letters of inquiry and reference concerning applicants, transcripts of college courses and grades, email addresses, board inquiry forms concerning applicants, pending and closed complaints and investigative files until a formal hearing may commence or until final disciplinary action is taken, cases dismissed without disciplinary action, all other materials of like confidential nature, and information otherwise protected by law.

120.90 Roster
A complete roster showing the names, last known addresses, and license or certificate number of all professional engineers, professional surveyors, and firms holding a certificate of authorization shall be published by the board.

130 LICENSURE
130.10 General Requirements for Licensure
Education, experience, and examinations are required for licensure as a professional engineer or professional surveyor.

A. Certification or Enrollment as an Engineer Intern
The following shall be considered as minimum evidence that the applicant is qualified for certification as an engineer intern.

1. Graduating from an engineering program of 4 years or more accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), or the equivalent, or an engineering master’s program accredited by EAC/ABET

2. Passing the NCEES Fundamentals of Engineering (FE) examination

B. Licensure as a Professional Engineer

1. General Requirements
To be eligible for licensure, an individual must meet all of the following requirements:

a. Be of good character and reputation

b. Satisfy the education criteria set forth below

c. Satisfy the experience criteria set forth below

d. Pass the applicable examinations set forth below

e. Submit five references acceptable to the board
2. Comity Licensure for a Professional Engineer\textsuperscript{3,4}

The following shall be considered as minimum evidence satisfactory to the board that the applicant is qualified for licensure by comity as a professional engineer:

a. An individual holding a certificate of licensure to engage in the practice of engineering issued by a proper authority of any jurisdiction or any foreign country, based on requirements that do not conflict with the provisions of this Act and possessing credentials that are, in the judgment of the board, of a standard that provides proof of minimal competency and is comparable to the applicable licensure act in effect in this jurisdiction at the time such certificate was issued may, upon application, be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction; or

b. An individual holding an active Council Record with NCEES, whose qualifications as evidenced by the Council Record meet the requirements of this Act, may, upon application, be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction.

3. Initial Licensure as a Professional Engineer

An applicant who presents evidence of meeting the applicable education, examination, and experience requirements as described below shall be eligible for licensure as a professional engineer.

a. Education Requirements

An individual seeking licensure as a professional engineer shall possess one or more of the following education qualifications:

(1) A bachelor’s degree in engineering from an EAC/ABET-accredited program

(2) A master’s degree in engineering from an institution that offers EAC/ABET-accredited programs

(3) A master’s degree in engineering from an EAC/M-ABET-accredited program

(4) An earned doctoral degree in engineering acceptable to the board

b. Examination Requirements

An individual seeking licensure as a professional engineer shall take and pass the NCEES Fundamentals of Engineering (FE) examination and the NCEES Principles and Practice of Engineering (PE) examination as described below.

(1) The FE examination may be taken by a college senior or graduate of an engineering program of 4 years or more accredited by EAC/ABET, or the equivalent, or an engineering master’s program accredited by EAC/ABET.

(2) The PE examination may be taken by an engineer intern.

c. Experience Requirements

An individual seeking licensure as a professional engineer shall present evidence of a specific record of progressive engineering experience satisfying one of the following described below. This experience should be of a grade and character that indicate to the board that the applicant may be competent to practice engineering.

(1) An individual with a bachelor’s degree in engineering per a(1) above: 4 years of experience after the bachelor’s degree is conferred

\textsuperscript{3} Jurisdictions (boards) that do not license by discipline may license an individual as a professional engineer.

\textsuperscript{4} Jurisdictions (boards) that license by discipline may license an individual in any discipline in which the individual can verify his or her competency.
C. Certification or Enrollment as a Surveyor Intern

The following shall be considered as minimum evidence that the applicant is qualified for certification or enrollment as a surveyor intern.

1. Graduating from a surveying program of 4 years or more accredited by EAC/ABET, the Engineering Technology Accreditation Commission of ABET (ETAC/ABET), the Applied Science Accreditation Commission of ABET (ASAC/ABET), or the equivalent
2. Graduating from a program related to surveying of 4 years or more as approved by the board and with a specific record of 2 years of progressive experience in surveying
3. Graduating from a program of 4 years or more as approved by the board and with a specific record of 4 years of progressive experience in surveying

In addition to satisfying one of the above requirements, the applicant shall pass the NCEES Fundamentals of Surveying (FS) examination.

D. Licensure as a Professional Surveyor

1. General Requirements
   To be eligible for licensure, an individual must meet all of the following requirements:
   a. Be of good character and reputation
   b. Satisfy the education criteria set forth below
   c. Satisfy the experience criteria set forth below
   d. Pass the applicable examinations set forth below
   e. Submit five references acceptable to the board

2. Comity Licensure for a Professional Surveyor
   The following shall be considered as minimum evidence satisfactory to the board that the applicant is qualified for licensure by comity as a professional surveyor:
   a. An individual holding a certificate of licensure to engage in the practice of surveying issued by a proper authority of any jurisdiction or any foreign country, based on requirements that do not conflict with the provisions of this Act and possessing credentials that are, in the judgment of the board, of a standard not lower than that specified in the applicable licensure act in effect in this jurisdiction at the time such certificate was issued may, upon application be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction; or
   b. An individual holding an active Council Record with NCEES, whose qualifications as evidenced by the Council Record meet the requirements of this Act, may, upon application, be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction.

3. Initial Licensure as a Professional Surveyor
   A surveyor intern with a specific record of 4 years or more of combined office and field experience satisfactory to the board in surveying, of which a minimum of 3 years of progressive experience has been on surveying projects under the supervision of a professional surveyor, shall be admitted to the NCEES Principles and Practice of Surveying examination
and any required state-specific examinations. Upon passing these examinations, the applicant shall be licensed as a professional surveyor, if otherwise qualified.

4. Grandfathering of Photogrammetrists—In the event that the board chooses to license photogrammetrists as professional surveyors and a photogrammetrist does not qualify under the sections above, the board may license the photogrammetrist as a professional surveyor using the following requirements and procedure.

   a. The individual was practicing surveying using photogrammetric technologies in this jurisdiction as of [insert date] and has at least 8 years’ experience in the profession, two or more of which shall have been in responsible charge of photogrammetric surveying and/or mapping projects meeting ASPRS Aerial Photography and Mapping Standards or U.S. National Mapping Standards.

   b. The applicant files an application with the board by [insert date]. Thereafter, no photogrammetrist shall be licensed without meeting the requirements for licensure as a professional surveyor set forth by the board for all other applicants.

   c. The applicant submits certified proof of graduation from high school, high school equivalency, or a higher degree; or certified proof of a bachelor’s degree in surveying or a related field of study approved by the board, which may be substituted for four of the above required years of experience; or certified proof of a master’s degree in surveying or a related field of study approved by the board, which may be substituted for a maximum of five of the above required years of experience.

   d. The applicant submits proof of employment in responsible charge of photogrammetric surveying and/or mapping projects, practicing within any jurisdiction, including itemized reports detailing methods, procedures, amount of the applicant’s personal involvement, and the name, address, and telephone numbers of the client for five projects completed under the supervision of the applicant within the United States. A final map for each of the five projects shall also be submitted.

   e. The applicant submits five references as to the applicant’s character and quality of work, all of which shall be from professional surveyors or professional engineers currently practicing within the scope of their license in an area of surveying.

130.20 Application and Fees

A. Application for licensure as a professional engineer and/or professional surveyor or certification as an engineer intern or surveyor intern shall be on a form prescribed and furnished by the board; shall contain a declaration made under penalty of perjury, showing the applicant’s education and a detailed summary of technical and engineering experience or surveying experience; and shall include the names and complete mailing addresses of the references, none of whom should be members of the board.

The board may accept the verified information contained in a valid Council Record issued by NCEES for applicants in lieu of the same information that is required on the form prescribed and furnished by the board.

B. The application fee shall be established by regulation of the board for licensure as a professional engineer or professional surveyor or for certification as an engineer intern or surveyor intern, and shall accompany the application.

C. Should the board deny the issuance of a certificate of licensure or intern certification to any applicant, the fee paid shall be retained as an application fee.
130.30 Examinations

A. The examinations will be held at such times and places as the board directs and/or in accordance with NCEES examination policy. The board shall determine the acceptable passing grade on jurisdiction-specific examinations.

B. Examinations may be taken only after the applicant has met the other minimum requirements as given in Sections 130.10 and 130.20 of this Act and has been approved by the board for admission to the examinations. The board may offer the following examinations:

1. NCEES Fundamentals of Engineering (FE) examination
2. NCEES Principles and Practice of Engineering (PE) examination
3. NCEES Structural Engineering (SE) examination
4. NCEES Fundamentals of Surveying (FS) examination
5. NCEES Principles and Practice of Surveying (PS) examination

C. A candidate failing an examination may apply for re-examination in accordance with NCEES policy or as directed by the board.

D. The board may prepare and require additional examinations in engineering and surveying. Specifications for such additional examinations may be published and be made available to any individual interested in being licensed as a professional engineer or as a professional surveyor.

140 LICENSEES

140.10 Certificates of Licensure, Seals

A. The board shall issue to any applicant for licensure as a professional engineer or professional surveyor who, in the opinion of the board, has met the requirements of this Act, a certificate of licensure giving the licensee proper authority to practice his or her profession in this jurisdiction. The certificate of licensure for a professional engineer shall carry the designation “Professional Engineer” and for a professional surveyor, “Professional Surveyor.” It shall give the full name of the licensee with licensure number and shall be signed by the appropriate authority under the seal of the board.

B. The certificate of licensure shall be prima facie evidence that the individual named thereon is entitled to all rights and privileges and is bound by all responsibilities of a professional engineer or a professional surveyor while the said certificate of licensure remains active and unrestricted.

C. Each licensee hereunder must, upon licensure, obtain a seal as described in Section 110.20 K of this Act. Documents must be sealed, signed, and dated in accordance with the Rules.

D. The board shall issue to any applicant for certification as an engineer intern or surveyor intern who, in the opinion of the board, has met the requirements of this Act, an enrollment document as engineer intern or surveyor intern, which indicates that his or her name has been recorded as such in the board office. The engineer intern or surveyor intern enrollment document does not authorize the holder to practice as a professional engineer or a professional surveyor.
140.20 Expirations, Renewals, and Reinstatement to Active Practice
A. Certificates of licensure shall expire on the date designated by the board and shall become invalid after that date unless renewed. It shall be the duty of the board to notify every individual licensed under this Act of the expiration date of the certificate of licensure and the amount of the fee required for its renewal.
B. Renewal may be effected during the renewal period by meeting the requirements established by the board, including the requirements for continuing professional competency as a condition for renewal. Renewal of an expired certificate may be effected under rules promulgated by the board regarding requirements for re-examination and penalty fees.
C. If a licensee is granted inactive status, the licensee may return to active status by notifying the board in advance of this intention, by paying appropriate fees, and by meeting all requirements of the board, including demonstration of continuing professional competency as a condition of reinstatement.

140.30 Issuance of Duplicate Certificates
A duplicate certificate of licensure or enrollment document to replace any certificate or card lost, destroyed, or mutilated may be issued subject to the rules of the board. A fee established by regulation shall be paid for each issuance.

150 DISCIPLINARY ACTION
150.10 Grounds for Disciplinary Action—Licensees and Interns
A. The board shall have the power to suspend, revoke, place on probation, fine, recover costs, and/or reprimand, or to refuse to issue, restore, or renew a license or intern certification to any licensee or intern that is found guilty of:
1. Any fraud or deceit in obtaining or attempting to obtain or renew a certificate of licensure
2. Any negligence, incompetence, or misconduct in the practice of engineering or surveying
3. Conviction of or entry of a plea of guilty or nolo contendere to any crime that is a felony, whether or not related to the practice of engineering or surveying; and conviction of or entry of a plea of guilty or nolo contendere to any crime, whether a felony, misdemeanor, or otherwise, an essential element of which is dishonesty or which is directly related to the practice of engineering or surveying
4. Failure to comply with any of the provisions of this Act or any of the rules or regulations of the board
5. Discipline (including voluntary surrender of a professional engineer’s or professional surveyor’s license in order to avoid disciplinary action) by another jurisdiction, foreign country, or the United States government, if at least one of the grounds for discipline is the same or substantially equivalent to those contained in this Act
6. Failure to provide information requested by the board as a result of a formal or informal complaint to the board that alleges a violation of this Act
7. Knowingly making false statements or signing false statements, certifications, or affidavits in connection with the practice of engineering or surveying
8. Aiding or assisting another person in violating any provision of this Act or the rules or regulations of the board
9. Violating any terms of any Order imposed or agreed to by the board or using a seal or practicing engineering or surveying while the licensee’s license is inactive or restricted
10. Signing, affixing, or permitting the licensee’s seal or signature to be affixed to any specifications, reports, drawings, plans, plats, design information, construction documents or
calculations, surveys, or revisions thereof which have not been prepared by the licensee or under the licensee's responsible charge

11. Engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public

12. Providing false testimony or information to the board

13. Habitual intoxication or addiction to the use of drugs or alcohol

14. Providing engineering or surveying services outside any of the licensee's areas of competence

B. In addition to or in lieu of any other sanction provided in this section, any licensee or intern that violates a provision of this Act or any rule or regulation of the board may be assessed a fine in an amount determined by the board of not more than [insert amount] dollars for each offense

1. Each day of continued violation may constitute a separate offense.

2. In determining the amount of fine to be assessed pursuant to this section, the board may consider such factors as the following:
   a. Whether the amount imposed will be a substantial economic deterrent to the violation
   b. The circumstances leading to the violation
   c. The severity of the violation and the risk of harm to the public
   d. The economic benefits gained by the violator as a result of noncompliance
   e. The interest of the public
   f. Consistency of the fine with past fines for similar offenses, or justification for the fine amount

150.20 Disciplinary Action Procedures—Licensees and Interns

A. Any person or entity, including the board or board staff, may file a complaint alleging a violation of any provision of this Act or any of the rules or regulations of the board against any licensee or against any intern.

B. A complaint shall be in writing and state specifically the facts on which the complaint is based.

C. All complaints shall be reviewed by the board or an investigative committee designated by the board. After review, the board or the investigative committee shall determine or recommend, as appropriate, if charges are warranted.

D. All charges, unless dismissed by the board as unfounded, trivial, or unless settled informally, shall be heard by the board. The time and place for the hearing shall be fixed by the board, and a copy of the charges, together with a notice of the time and place of hearing, shall be personally served on or mailed to the last known address of such accused individual at least 30 days before the date fixed for the hearing. At any hearing, the accused individual shall have the right to appear in person or by counsel, or both, to cross-examine witnesses in their defense and to produce evidence and witnesses in their defense. If the accused individual fails or refuses to appear at the hearing, the board may proceed to hear and determine the validity of the charges in the accused individual's absence.

E. If after such hearing a majority of the board votes in favor of sustaining the charges, the board shall reprimand, fine in an amount not to exceed [insert amount] dollars for each count, recover costs, refuse to issue, restore or renew, place on probation for a period of time, and subject to such conditions as the board may specify, suspend, revoke, or any combination thereof, the accused individual's license or intern certification.

F. A licensee or intern aggrieved by any action of the board in levying a fine; recovering costs; reprimanding; placing on probation; denying; suspending; refusing to issue, restore, or renew; or revoking a license or intern certification may appeal the board's decision to the proper court under normal civil procedures.
G. Any financial sanction assessed pursuant to Section 150.10 of this Act shall be assessed in a proceeding as provided in this section. Unless the amount of the penalty is paid within [insert number] days after the order becomes final, the order shall constitute a judgment and shall be filed and execution issued thereon in the same manner as any other judgment of a court of record.

H. An action to enforce an order under this section may be combined with an action for an injunction.

I. The board may, upon petition of a licensee or intern, reissue a license or intern certification that has been revoked by the board, provided that a majority of the board votes in favor of such reissuance.

150.30 Grounds for Disciplinary Action—Unlicensed Individuals

A. In addition to any other provisions of law, the board shall have the power to fine and recover costs from any unlicensed individual who is found guilty of:

1. Engaging in the practice or offer to practice of engineering or surveying in this jurisdiction without being licensed in accordance with the provisions of this Act

2. Using or employing the words “engineer,” “engineering,” “surveyor,” “surveying,” or any modification or derivative thereof in his or her name or form of business activity except as licensed in this Act

3. Presenting or attempting to use the certificate of licensure or seal of a professional engineer or professional surveyor

4. Engaging in any fraud or deceit in obtaining or attempting to obtain a certificate of licensure or intern certification

5. Impersonating any professional engineer or professional surveyor

6. Using or attempting to use an expired, suspended, revoked, inactive, retired, or nonexistent certificate of licensure

B. A fine assessed under this section may not exceed [insert amount] dollars for each offense.

C. Each day of continued violation may constitute a separate offense.

D. In determining the amount of fine to be assessed pursuant to this section, the board may consider such factors as the following:

1. Whether the amount imposed will be a substantial economic deterrent to the violation

2. The circumstances leading to the violation

3. The severity of the violation and the risk of harm to the public

4. The economic benefits gained by the violator as a result of noncompliance

5. The interest of the public

6. Consistency of the fine with past fines for similar offenses, or justification for the fine amount

150.40 Disciplinary Action Procedures—Unlicensed Individuals

A. Any person or entity, including the board or board staff, may file a complaint alleging a violation of any provision of this Act or any of the rules or regulations of the board against any unlicensed individual.

B. A complaint shall be in writing and state specifically the facts on which the complaint is based.

C. All complaints shall be reviewed by the board or an investigative committee designated by the board. After review, the board or the investigative committee shall determine or recommend, as appropriate, if charges are warranted.

D. All charges, unless dismissed by the board as unfounded, trivial, or unless settled informally, shall be heard by the board. The time and place for the hearing shall be fixed by the board, and a copy of the charges, together with a notice of the time and place of hearing, shall be personally served on or mailed to the last known address of such accused individual at least 30 days before the date
fixed for the hearing. At any hearing, the accused individual shall have the right to appear in
person or by counsel, or both, to cross-examine witnesses in their defense and to produce evidence
and witnesses in their defense. If the accused individual fails or refuses to appear at the hearing,
the board may proceed to hear and determine the validity of the charges in the accused
individual’s absence.
E. If after such hearing a majority of the board votes in favor of sustaining the charges, the board
shall fine in an amount not to exceed [insert amount] dollars for each count and recover costs
from the accused individual.
F. An individual aggrieved by any action of the board in levying a fine or recovering costs may appeal
the board’s decision to the proper court under normal civil procedures.
G. Any financial sanction assessed pursuant to this section shall be assessed in a proceeding as
provided in this section. Unless the amount of the penalty is paid within [insert number] days
after the order becomes final, the order shall constitute a judgment and shall be filed and
execution issued thereon in the same manner as any other judgment of a court of record.
H. An action to enforce an order under this section may be combined with an action for an injunction.

150.50 Criminal Offenses
Any individual who shall commit a violation included in Section 150.30 of this Act shall be guilty of a
[highest degree of] misdemeanor for the first offense and a [lowest degree of] felony for the second or
any subsequent offenses.
It shall be the duty of the attorney general or other appropriated enforcement authority of this
jurisdiction to enforce the provisions of this section and to prosecute any individual violating same.

160 CERTIFICATES OF AUTHORIZATION FOR FIRMS
160.10 General Requirements for Certificates of Authorization
A. A firm that practices or offers to practice engineering or surveying is required to obtain a
certificate of authorization by the board in accordance with the Rules.
B. This section shall not require a certificate of authorization for a firm performing engineering or
surveying for the firm itself or for a parent or subsidiary of said firm.
C. The secretary of state of this jurisdiction shall not accept organizational papers nor issue a
certificate of incorporation, organization, licensure, or authorization to any firm which includes
among the objectives for which it is established or within its name, any of the words “engineer,”
“engineering,” “surveyor,” “surveying,” or any modification or derivation thereof unless the board
has issued for said applicant a certificate of authorization or a letter indicating the eligibility of
such applicant to receive such a certificate. The firm applying shall supply such certificate or letter
from the board with its application for incorporation, organization, licensure, or authorization.
D. The secretary of state of this jurisdiction shall decline to authorize any trade name, trademark, or
service mark that includes therein such words as set forth in the previous subsection, or any
modifications or derivatives thereof, except licensees and those firms holding certificates of
authorization issued under the provisions of this section.

160.20 Managing Agent and Resident Professional
A firm shall designate a managing agent and a resident professional. The managing agent and the
resident professional may or may not be the same individual.
A. Managing Agent—The following criteria shall apply to the firm’s designation of a managing agent:
A firm shall designate a professional engineer or a professional surveyor to be a managing agent
for the firm. The managing agent is responsible for the engineering or surveying work in this
jurisdiction and/or for projects within this jurisdiction offered or provided by the firm. A licensee may not be designated as a managing agent for more than one firm. A licensee who renders occasional, part-time, or consulting engineering or surveying services to, or for, a firm may not be designated as a managing agent, unless the licensee is an officer or owner of the firm. The managing agent’s responsibilities include:

1. Renewal of the firm’s certificate of authorization and notification to the board of any change in managing agent;
2. Overall administrative supervision of the firm’s licensed and subordinate personnel providing the engineering or surveying work in this jurisdiction; and
3. Institution and adherence of policies of the firm that are in accordance with the Rules of Professional Conduct.

B. Resident Professional—The following criteria shall apply to the firm’s designation of a resident professional:

A firm shall also designate a resident professional engineer or a resident professional surveyor, as applicable, to be in responsible charge of the practice of engineering or practice of surveying, as applicable, in each branch office in which engineering or surveying services are offered or provided. A resident professional engineer or a resident professional surveyor shall meet the following criteria:

1. Spend a majority of normal business hours at a particular branch office;
2. Be a resident professional engineer or a resident professional surveyor at only one particular branch office at one time; and
3. Be duly licensed as a professional engineer or a professional surveyor by the licensing board of the jurisdiction in which the branch office is located.

160.30 Liability Not Affected
No firm shall be relieved of responsibility for the conduct or acts of its managing agents, employees, officers, directors, owners, or managers by reason of its compliance with the provisions of this section. No individual practicing engineering or surveying under the provisions of this Act shall be relieved of responsibility for engineering or surveying services performed by reason of employment or other relationship with a firm holding a certificate of authorization.

160.40 Application and Fees
A. A firm desiring a certificate of authorization must file with the board an application using a form provided by the board and provide all the information required by the board. A form as provided by the board shall be filed with the board upon renewal or within 30 days of the time any information contained on the application form is changed or differs for any reason. If in the judgment of the board the application meets the requirements of this Act, the board shall issue a certificate of authorization for said firm to practice engineering and/or surveying.

B. The application fee shall be established by regulation of the board for a certificate of authorization for firms and shall accompany the application.

C. Should the board deny the issuance of a certificate of authorization to any applicant, the fee paid shall be retained as an application fee.
160.50 Expirations and Renewals
A. Certificates of authorization for firms shall expire on the date designated by the board and shall become invalid after that date unless renewed. It shall be the duty of the board to notify every firm holding a certificate of authorization under this Act of the expiration date of the certificate of authorization and the amount of the fee required for its renewal.

B. Renewal may be effected during the renewal period by meeting the requirements established by the board. Renewal of an expired certificate may be effected under rules promulgated by the board regarding requirements for penalty fees.

160.60 Issuance of Duplicate Certificates
A duplicate certificate of authorization to replace any certificate lost, destroyed, or mutilated may be issued subject to the rules of the board. A fee established by regulation shall be paid for each issuance.

160.70 Grounds for Disciplinary Action—Firms Holding a Certificate of Authorization
A. The board shall have the power to suspend, revoke, place on probation, fine, recover costs, and/or reprimand, or to refuse to issue, restore, or renew a certificate of authorization to any firm holding a certificate of authorization that is found guilty of:

1. Any fraud or deceit in obtaining or attempting to obtain or renew a certificate of authorization
2. Any negligence, incompetence, or misconduct in the practice of engineering or surveying
3. Conviction of or entry of a plea of guilty or nolo contendere to any crime that is a felony, whether or not related to the practice of engineering or surveying; and conviction of or entry of a plea of guilty or nolo contendere to any crime, whether a felony, misdemeanor, or otherwise, an essential element of which is dishonesty or which is directly related to the practice of engineering or surveying
4. Failure to comply with any of the provisions of this Act or any of the rules or regulations of the board
5. Discipline (including voluntary surrender of a professional engineer’s or professional surveyor’s license in order to avoid disciplinary action) by another jurisdiction, foreign country, or the United States government, if at least one of the grounds for discipline is the same or substantially equivalent to those contained in this Act
6. Failure to provide information requested by the board as a result of a formal or informal complaint to the board that alleges a violation of this Act
7. Knowingly making false statements or signing false statements, certifications, or affidavits in connection with the practice of engineering or surveying
8. Aiding or assisting another person in violating any provision of this Act or the rules or regulations of the board
9. Violating any terms of any Order imposed or agreed to by the board or using a seal or practicing engineering or surveying while the firm’s certificate of authorization is inactive or restricted
10. Engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public
11. Providing false testimony or information to the board

B. In addition to or in lieu of any other sanction provided in this section, any firm holding a certificate of authorization that violates a provision of this Act or any rule or regulation of the board may be assessed a fine in an amount determined by the board of not more than $insert amount$ dollars for each offense.

1. Each day of continued violation may constitute a separate offense.
2. In determining the amount of fine to be assessed pursuant to this section, the board may consider such factors as the following:
   a. Whether the amount imposed will be a substantial economic deterrent to the violation
   b. The circumstances leading to the violation
   c. The severity of the violation and the risk of harm to the public
   d. The economic benefits gained by the violator as a result of noncompliance
   e. The interest of the public
   f. Consistency of the fine with past fines for similar offenses, or justification for the fine amount

C. In addition to any other sanction provided in this section, the board shall have the power to sanction as follows any firm where one or more of its managing agents, officers, directors, owners, or managers have been found guilty of any conduct which would constitute a violation under the provisions of this Act or any of the rules or regulations of the board:
   1. Place on probation, fine, recover costs from, and/or reprimand
   2. Revoke, suspend, or refuse to issue, restore, or renew the certificate of authorization

160.80 Disciplinary Action Procedures—Firms Holding a Certificate of Authorization
A. Any person or entity, including the board or board staff, may file a complaint alleging a violation of any provision of this Act or any of the rules or regulations of the board against any firm holding a certificate of authorization.
B. A complaint shall be in writing and state specifically the facts on which the complaint is based.
C. All complaints shall be reviewed by the board or an investigative committee designated by the board. After review, the board or the investigative committee shall determine or recommend, as appropriate, if charges are warranted.
D. All charges, unless dismissed by the board as unfounded, trivial, or unless settled informally, shall be heard by the board. The time and place for the hearing shall be fixed by the board, and a copy of the charges, together with a notice of the time and place of hearing, shall be personally served on or mailed to the last known address of such accused firm at least 30 days before the date fixed for the hearing. At any hearing, the accused firm and the accused firm’s managing agent shall have the right to appear in person or by counsel, or both, to cross-examine witnesses in the accused firm’s defense and to produce evidence and witnesses in the accused firm’s defense. If the accused firm fails or refuses to appear at the hearing, the board may proceed to hear and determine the validity of the charges in the accused firm’s absence.
E. If after such hearing a majority of the board votes in favor of sustaining the charges, the board shall reprimand, fine in an amount not to exceed [insert amount] dollars for each count, recover costs, refuse to issue, restore or renew, place on probation for a period of time, and subject to such conditions as the board may specify, suspend, revoke, or any combination thereof, the accused firm’s certificate of authorization.
F. A firm aggrieved by any action of the board in levying a fine; recovering costs; reprimanding; placing on probation; denying; suspending, refusing to issue, restore, or renew; or revoking a firm certificate of authorization may appeal the board’s decision to the proper court under normal civil procedures.
G. Any financial sanction assessed pursuant to Section 160.70 of this Act shall be assessed in a proceeding as provided in this section. Unless the amount of the penalty is paid within [insert number] days after the order becomes final, the order shall constitute a judgment and shall be filed and execution issued thereon in the same manner as any other judgment of a court of record.
H. An action to enforce an order under this section may be combined with an action for an injunction.

I. The board may, upon petition of a firm to reissue a firm certificate of authorization that has been revoked by the board, provided that a majority of the board votes in favor of such reissuance.

160.90 Grounds for Disciplinary Action—Firms Not Holding a Certificate of Authorization

A. In addition to any other provisions of law, the board shall have the power to fine and recover costs from any firm that does not hold a certificate of authorization and that is found guilty of:

1. Engaging in the practice or offer to practice of engineering or surveying in this jurisdiction without being authorized in accordance with the provisions of this Act

2. Using or employing the words “engineer,” “engineering,” “surveyor,” “surveying,” or any modification or derivative thereof in its name or form of business activity except as authorized in this Act

3. Presenting or attempting to use an unauthorized certificate of authorization

4. Engaging in any fraud or deceit in obtaining or attempting to obtain a certificate of authorization

5. Impersonating any firm holding a certificate of authorization

6. Using or attempting to use an expired, suspended, revoked, inactive, retired, or nonexistent certificate of authorization

B. A fine assessed under this section may not exceed [insert amount] dollars for each offense.

C. Each day of continued violation may constitute a separate offense.

D. In determining the amount of fine to be assessed pursuant to this section, the board may consider such factors as the following:

1. Whether the amount imposed will be a substantial economic deterrent to the violation

2. The circumstances leading to the violation

3. The severity of the violation and the risk of harm to the public

4. The economic benefits gained by the violator as a result of noncompliance

5. The interest of the public

6. Consistency of the fine with past fines for similar offenses, or justification for the fine amount

E. In addition to any other sanction provided in this section, the board shall have the power to fine and recover costs from any firm where one or more of its managing agents, officers, directors, owners, or managers have been found guilty of any conduct which would constitute a violation under the provisions of this Act or any of the rules or regulations of the board.

160.100 Disciplinary Action Procedures—Firms Not Holding a Certificate of Authorization

A. Any person or entity, including the board or board staff, may file a complaint alleging a violation of any provision of this Act or any of the rules or regulations of the board against any firm that does not hold a certificate of authorization.

B. A complaint shall be in writing and state specifically the facts on which the complaint is based.

C. All complaints shall be reviewed by the board or an investigative committee designated by the board. After review, the board or the investigative committee shall determine or recommend, as appropriate, if charges are warranted.

D. All charges, unless dismissed by the board as unfounded, trivial, or unless settled informally, shall be heard by the board. The time and place for the hearing shall be fixed by the board, and a copy of the charges, together with a notice of the time and place of hearing, shall be personally served on or mailed to the last known address of such accused firm at least 30 days before the date fixed for the hearing. At any hearing, the accused firm shall have the right to appear in person or by counsel, or both, to cross-examine witnesses in its defense and to produce evidence and witnesses
in its defense. If the accused firm fails or refuses to appear at the hearing, the board may proceed
to hear and determine the validity of the charges in the accused firm’s absence.

E. If after such hearing a majority of the board votes in favor of sustaining the charges, the board
shall fine in an amount not to exceed [insert amount] dollars for each count and recover costs
from the accused firm.

F. A firm aggrieved by any action of the board in levying a fine or recovering costs may appeal the
board’s decision to the proper court under normal civil procedures.

G. Any financial sanction assessed pursuant to this section shall be assessed in a proceeding as
provided in this section. Unless the amount of the penalty is paid within [insert number] days
after the order becomes final, the order shall constitute a judgment and shall be filed and
execution issued thereon in the same manner as any other judgment of a court of record.

H. An action to enforce an order under this section may be combined with an action for an injunction.

160.110 Criminal Offenses
Any firm that shall commit a violation included in Section 160.90 of this Act shall be guilty of a
[highest degree of] misdemeanor for the first offense and a [lowest degree of] felony for the second or
any subsequent offenses.
It shall be the duty of the attorney general or other appropriated enforcement authority of this
jurisdiction to enforce the provisions of this section and to prosecute any firm violating same.

170 MISCELLANEOUS
170.10 Public Works
Any jurisdiction, county, or local government agencies or authorities, or officials or employees thereof,
shall not engage in the practice of engineering or surveying involving either public or private property
without the project being under the responsible charge of a professional engineer for engineering
projects or a professional surveyor for surveying projects, as provided for the practice of the respective
professions by this Act.

170.20 Engineered Products and Systems
Licensed engineers shall be in responsible charge of all engineering design of buildings, structures,
products, machines, processes, and systems that can affect the health, safety, and welfare of the public.

170.30 Exemption Clause
This Act shall not be construed to prevent the following:
A. Other Professions—The practice of any other legally recognized profession
B. Contingent License—A contingent license may be issued by the board or board administrator to an
applicant for licensure by comity if the applicant appears to meet the requirements for licensure by
comity. Such a contingent license will be in effect from its date of issuance until such time as the
board takes final action on the application for licensure by comity. If the board determines that the
applicant does not meet the requirements for issuance of a license, the contingent license shall be
immediately and automatically revoked upon notice to the applicant and no license will be issued.
C. Employees and Subordinates—The work of an employee or a subordinate of an individual holding
a certificate of licensure under this Act, or an employee of an individual practicing lawfully under
Subsection B of this section, provided such work does not include final engineering or surveying
designs or decisions and is done under the responsible charge of and verified by an individual
holding a certificate of licensure under this Act or an individual practicing lawfully under
Subsection B of this section.
170.40 Duties of Recorders
It shall be unlawful for the recorder of deeds or the registrar of titles of any county or proper public
authority to file or record any map, plat, survey, or other documents within the definition of practice of
surveying as set forth in this Act which do not have impressed thereon and affixed thereto the personal
signature and seal of a professional surveyor by whom or under whose responsible charge the map,
plat, survey, or other documents were prepared.

170.50 Invalid Provisions
If any of the provisions of this Act or if any rule, regulation, or order of the board or if the application
of such provision to any person or circumstance shall be held invalid, the remainder of this Act and the
application of such provision of this Act or such rule, regulation, or order to persons or circumstances,
other than those as to which it is held invalid, shall not be affected thereby.

170.60 Repeal of Conflicting Legislation
All laws or parts of laws in conflict with the provisions of this Act shall be and the same are hereby
repealed.

170.70 Effective Date
This Act shall take effect [insert number] days from and after the date of passage.
APPENDIX A
Cross-Reference for Model Law

Italic font indicates summary paraphrase of paragraph contents.

Table 1. Model Law vs. Model Rules

<table>
<thead>
<tr>
<th>Model Law Section</th>
<th>Descriptor</th>
<th>Corresponding Model Rules Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Act</td>
<td>An Act</td>
<td>210.10</td>
</tr>
<tr>
<td>SECTION 110</td>
<td>INTRODUCTION</td>
<td></td>
</tr>
<tr>
<td>Section 110.10</td>
<td>General Provisions</td>
<td></td>
</tr>
<tr>
<td>110.10 A</td>
<td>Regulation of Engineers and Surveyors</td>
<td></td>
</tr>
<tr>
<td>110.10 B</td>
<td>Board Structure</td>
<td></td>
</tr>
<tr>
<td>Section 110.20</td>
<td>Definitions</td>
<td>210.20 A</td>
</tr>
<tr>
<td>110.20 A</td>
<td>Engineer</td>
<td></td>
</tr>
<tr>
<td>110.20 A.1</td>
<td>Engineer</td>
<td></td>
</tr>
<tr>
<td>110.20 A.2</td>
<td>Professional Engineer</td>
<td></td>
</tr>
<tr>
<td>110.20 A.3</td>
<td>Professional Engineer, Retired</td>
<td></td>
</tr>
<tr>
<td>110.20 A.4</td>
<td>Engineer Intern</td>
<td></td>
</tr>
<tr>
<td>110.20 A.5</td>
<td>Practice of Engineering</td>
<td></td>
</tr>
<tr>
<td>110.20 A.6</td>
<td>Inactive Status</td>
<td></td>
</tr>
<tr>
<td>110.20 B</td>
<td>Professional Surveyor</td>
<td></td>
</tr>
<tr>
<td>110.20 B.1</td>
<td>Professional Surveyor</td>
<td></td>
</tr>
<tr>
<td>110.20 B.2</td>
<td>Professional Surveyor, Retired</td>
<td></td>
</tr>
<tr>
<td>110.20 B.3</td>
<td>Surveyor Intern</td>
<td></td>
</tr>
<tr>
<td>110.20 B.4</td>
<td>Practice of Surveying</td>
<td></td>
</tr>
<tr>
<td>110.20 B.5</td>
<td>Inactive Status</td>
<td></td>
</tr>
<tr>
<td>110.20 C</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>110.20 D</td>
<td>Jurisdiction</td>
<td></td>
</tr>
<tr>
<td>110.20 E</td>
<td>Responsible Charge</td>
<td></td>
</tr>
<tr>
<td>110.20 F</td>
<td>Rules of Professional Conduct</td>
<td></td>
</tr>
<tr>
<td>110.20 G</td>
<td>Firm</td>
<td></td>
</tr>
<tr>
<td>110.20 H</td>
<td>Managing Agent</td>
<td></td>
</tr>
<tr>
<td>110.20 I</td>
<td>Rules</td>
<td></td>
</tr>
<tr>
<td>110.20 J</td>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>110.20 K</td>
<td>Seal</td>
<td></td>
</tr>
<tr>
<td>110.20 L</td>
<td>Licensee</td>
<td></td>
</tr>
<tr>
<td>110.20 M</td>
<td>Person</td>
<td></td>
</tr>
<tr>
<td>110.20 N</td>
<td>Or the Equivalent</td>
<td></td>
</tr>
<tr>
<td>110.20 O</td>
<td>Authoritative</td>
<td></td>
</tr>
<tr>
<td>110.20 P</td>
<td>Disciplinary Action</td>
<td></td>
</tr>
<tr>
<td>SECTION 120</td>
<td>THE LICENSING BOARD</td>
<td></td>
</tr>
<tr>
<td>Section 120.10</td>
<td>Board Appointments, Terms</td>
<td></td>
</tr>
<tr>
<td>Section 120.20</td>
<td>Board Qualifications</td>
<td></td>
</tr>
<tr>
<td>Section 120.30</td>
<td>Board Compensation, Expenses</td>
<td></td>
</tr>
<tr>
<td>Section 120.40</td>
<td>Board Removal of Members, Vacancies</td>
<td></td>
</tr>
<tr>
<td>Section 120.50</td>
<td>Board Organization and Meetings</td>
<td></td>
</tr>
</tbody>
</table>

25
<table>
<thead>
<tr>
<th>Model Law Section</th>
<th>Descriptor</th>
<th>Corresponding Model Rules Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 120.60</td>
<td>Board Powers</td>
<td>220.20</td>
</tr>
<tr>
<td>120.60 A</td>
<td>Power to adopt/amend bylaws/rules of procedure; binding on licensees and non-licensees and firms that hold or should hold a certificate of authorization; board to have official seal</td>
<td>240.20 A</td>
</tr>
<tr>
<td>120.60 B</td>
<td>Subpoena witnesses/evidence; court to enforce compliance if needed</td>
<td>250.30 C</td>
</tr>
<tr>
<td>120.60 C</td>
<td>Apply for relief by injunction; board members not personally liable</td>
<td></td>
</tr>
<tr>
<td>120.60 D</td>
<td>Subject licensure applicant to examinations</td>
<td></td>
</tr>
<tr>
<td>120.60 E</td>
<td>Authority to require continuing professional competency as condition of renewal/relicensure</td>
<td>240.30</td>
</tr>
<tr>
<td>120.60 F</td>
<td>Authority for citation and fining of persons engaged in practice who are not licensed in jurisdiction</td>
<td></td>
</tr>
<tr>
<td>120.60 G</td>
<td>Authority to retain and exercise all administrative and civil rights and remedies available to agencies in jurisdiction. No action or other legal proceedings for damages against board, board member, or employee/agent of board.</td>
<td></td>
</tr>
<tr>
<td>120.60 H</td>
<td>Authority to waive requirements</td>
<td></td>
</tr>
<tr>
<td>120.60 I</td>
<td>Authority to contract with jurisdictional agency or vendor</td>
<td></td>
</tr>
<tr>
<td>120.60 J</td>
<td>Power to employ staff</td>
<td></td>
</tr>
<tr>
<td>120.60 K</td>
<td>Authority to appoint committees</td>
<td></td>
</tr>
<tr>
<td>120.60 L</td>
<td>Authority to adopt and collect fees</td>
<td></td>
</tr>
<tr>
<td>120.60 M</td>
<td>Authority to use electronic transmissions</td>
<td></td>
</tr>
<tr>
<td>120.60 N</td>
<td>Power to obtain legal assistance</td>
<td></td>
</tr>
</tbody>
</table>

Section 120.70 Receipts and Disbursements

Section 120.80 Records and Reports

120.80 A Record of proceedings and applications for licensure

120.80 B Record of applications of firms for certificate of authorization

120.80 C Record of board proceedings is evidence of proceedings of the board

120.80 D Budget, annual report to governor

120.80 E Class of records and papers of a confidential nature

Section 120.90 Roster

SECTION 130 LICENSURE

Section 130.10 General Requirements for Licensure 230.10 230.20 230.30 230.40

130.10 A Certification or Enrollment as an Engineer Intern 230.10 A 230.40 B 230.50 A

130.10 B Licensure as a Professional Engineer 230.10 A 230.50 A

130.10 B.1 General Requirements

130.10 B.2 Comity Licensure for a Professional Engineer

130.10 B.3 Initial Licensure as a Professional Engineer

130.10 C Certification or Enrollment as Surveyor Intern 230.10 B 230.40 D 230.50 B
<table>
<thead>
<tr>
<th>Model Law Section</th>
<th>Descriptor</th>
<th>Corresponding Model Rules Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>130.10 D.1</td>
<td>General Requirements</td>
<td></td>
</tr>
<tr>
<td>130.10 D.2</td>
<td>Comity Licensure for a Professional Surveyor</td>
<td></td>
</tr>
<tr>
<td>130.10 D.3</td>
<td>Initial Licensure as a Professional Surveyor</td>
<td></td>
</tr>
<tr>
<td>130.10 D.4</td>
<td>Grandfathering of Photogrammetrists</td>
<td></td>
</tr>
<tr>
<td>Section 130.20</td>
<td>Application and Fees</td>
<td>230.60 A, B</td>
</tr>
<tr>
<td>130.20 A</td>
<td>On form prescribed by board; under penalty of perjury</td>
<td></td>
</tr>
<tr>
<td>130.20 B</td>
<td>Application fee for individuals established by board, shall accompany application</td>
<td>220.30 A</td>
</tr>
<tr>
<td>130.20 C</td>
<td>Should board deny issuance of certificate of licensure or intern certification, fee is retained as an application fee</td>
<td>220.30 A</td>
</tr>
<tr>
<td>Section 130.30</td>
<td>Examinations</td>
<td></td>
</tr>
<tr>
<td>130.30 A</td>
<td>Held at time/place the board directs and/or in accordance with NCEES policy; board determines passing grade on jurisdiction-specific exams</td>
<td>230.40 E</td>
</tr>
<tr>
<td>130.30 B</td>
<td>Applicant must meet requirements and be approved by board for admission to exams</td>
<td>230.40 A, 230.40 C</td>
</tr>
<tr>
<td>130.30 B.1</td>
<td>Fundamentals of Engineering examination</td>
<td>230.40 A.1</td>
</tr>
<tr>
<td>130.30 B.2</td>
<td>Principles and Practice of Engineering examination</td>
<td>230.40 A.2</td>
</tr>
<tr>
<td>130.30 B.3</td>
<td>Structural Engineering examination</td>
<td></td>
</tr>
<tr>
<td>130.30 B.4</td>
<td>Fundamentals of Surveying examination</td>
<td>230.40 C.1</td>
</tr>
<tr>
<td>130.30 B.5</td>
<td>Principles and Practice of Surveying examination</td>
<td>230.40 C.2</td>
</tr>
<tr>
<td>130.30 C</td>
<td>Failing candidate may apply for re-examination in accordance with NCEES policy</td>
<td>230.40 J</td>
</tr>
<tr>
<td>130.30 D</td>
<td>Board may prepare and require additional examinations</td>
<td></td>
</tr>
</tbody>
</table>

SECTION 140 LICENSEES

<table>
<thead>
<tr>
<th>Section 140.10</th>
<th>Certificates of Licensure, Seals</th>
<th>240.10 A, B, 240.20 C</th>
</tr>
</thead>
<tbody>
<tr>
<td>140.10 A</td>
<td>Issuance of certificate of licensure</td>
<td></td>
</tr>
<tr>
<td>140.10 B</td>
<td>Certificate of licensure is prima facie evidence</td>
<td></td>
</tr>
<tr>
<td>140.10 C</td>
<td>Licensee must obtain seal; use of seal</td>
<td>240.20 B</td>
</tr>
<tr>
<td>140.10 D</td>
<td>Issuance of enrollment document as engineer intern or surveyor intern</td>
<td></td>
</tr>
</tbody>
</table>

Section 140.20 Expirations, Renewals, and Reinstatement to Active Practice

<table>
<thead>
<tr>
<th>140.20 A</th>
<th>Expirations</th>
<th>220.30 D, 240.40</th>
</tr>
</thead>
<tbody>
<tr>
<td>140.20 B</td>
<td>Renewals</td>
<td></td>
</tr>
<tr>
<td>140.20 C</td>
<td>Return to active status by inactive licensee</td>
<td></td>
</tr>
</tbody>
</table>

Section 140.30 Issuance of Duplicate Certificates

<p>| 140.30 D       | Issue of duplicate certificate | 220.30 E, 240.10 D |</p>
<table>
<thead>
<tr>
<th>Model Law Section</th>
<th>Descriptor</th>
<th>Corresponding Model Rules Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION 150</td>
<td>DISCIPLINARY ACTION</td>
<td>240.15 A, B, C</td>
</tr>
<tr>
<td>Section 150.10</td>
<td>Grounds for Disciplinary Action—Licensees and Interns</td>
<td></td>
</tr>
<tr>
<td>150.10 A</td>
<td>Board has power to suspend, revoke, refuse to issue/restore/renew, etc., the license or intern certification of a licensee or intern, found guilty of any of 14 types of violations</td>
<td>210.20 B</td>
</tr>
<tr>
<td>150.10 B</td>
<td>Board can assess a fine of not more than $[insert amount] for each offense</td>
<td></td>
</tr>
<tr>
<td>Section 150.20</td>
<td>Disciplinary Action Procedures—Licensees and Interns</td>
<td>250.30</td>
</tr>
<tr>
<td>150.20 A</td>
<td>Any person or entity, including the board or board staff, may file a complaint against licensee or intern.</td>
<td></td>
</tr>
<tr>
<td>150.20 B</td>
<td>Complaint shall be in writing and state facts on which complaint is based.</td>
<td></td>
</tr>
<tr>
<td>150.20 C</td>
<td>All complaints shall be reviewed by board or investigative committee designated by the board. After review, board or committee shall determine if charges are warranted.</td>
<td></td>
</tr>
<tr>
<td>150.20 D</td>
<td>All charges, unless dismissed/settled informally, shall be heard by the board. Also, notification of the accused, rights of the accused, and conduct of the hearing</td>
<td></td>
</tr>
<tr>
<td>150.20 E</td>
<td>After hearing, majority of board sustains charges, board can reprimand, fine, suspend/revoke/etc. individual’s license or intern certification</td>
<td></td>
</tr>
<tr>
<td>150.20 F</td>
<td>Licensee or intern aggrieved by board actions may appeal to the proper court under normal civil procedures</td>
<td></td>
</tr>
<tr>
<td>150.20 G</td>
<td>Financial sanction assessed pursuant to Section 150.10, unless paid within [insert number] days shall constitute a judgment and be filed/executed as any other judgment of a court of record</td>
<td></td>
</tr>
<tr>
<td>150.20 H</td>
<td>Action to enforce order may be combined with action for injunction</td>
<td></td>
</tr>
<tr>
<td>150.20 I</td>
<td>Board may, upon petition, reissue license or intern certification, if majority of board votes in favor</td>
<td>250.40 A, B</td>
</tr>
<tr>
<td>Section 150.30</td>
<td>Grounds for Disciplinary Action—Unlicensed Individuals</td>
<td>250.30</td>
</tr>
<tr>
<td>150.30 A</td>
<td>Enumeration of unlicensed practices/misrepresentations/fraud</td>
<td></td>
</tr>
<tr>
<td>150.30 B</td>
<td>Board can assess fine of not more than $[insert amount] for each offense</td>
<td></td>
</tr>
<tr>
<td>150.30 C</td>
<td>Each day of continued violation may be a separate offense</td>
<td></td>
</tr>
<tr>
<td>150.30 D</td>
<td>Determination of amount of fine</td>
<td></td>
</tr>
<tr>
<td>Section 150.40</td>
<td>Disciplinary Action Procedures—Unlicensed Individuals</td>
<td>250.30</td>
</tr>
<tr>
<td>150.40 A</td>
<td>Any person or entity, including the board or board staff, may file a complaint against licensee or intern.</td>
<td></td>
</tr>
<tr>
<td>150.40 B</td>
<td>Complaint shall be in writing and state facts on which complaint is based.</td>
<td></td>
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<tr>
<td>150.40 C</td>
<td>All complaints shall be reviewed by board or investigative committee designated by the board. After review, board or investigative committee shall determine if charges are warranted.</td>
<td></td>
</tr>
<tr>
<td>150.40 D</td>
<td>All charges, unless dismissed/settled informally, shall be heard by the board. Also, notification of the accused, rights of the accused, and conduct of the hearing.</td>
<td></td>
</tr>
<tr>
<td>Model Law Section</td>
<td>Descriptor</td>
<td>Corresponding Model Rules Section</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>150.40 E</td>
<td>After hearing, if majority of board sustains charges, board can fine not more than $[insert amount] for each count and recover costs.</td>
<td></td>
</tr>
<tr>
<td>150.40 F</td>
<td>Individual aggrieved by board actions may appeal to the proper court under normal civil procedures</td>
<td></td>
</tr>
<tr>
<td>150.40 G</td>
<td>Financial sanction assessed pursuant to this section unless paid within [insert number] days shall constitute a judgment and be filed/executed as any other judgment of a court of record</td>
<td></td>
</tr>
<tr>
<td>150.40 H</td>
<td>Action to enforce order may be combined with action for injunction</td>
<td></td>
</tr>
<tr>
<td>Section 150.50</td>
<td>Criminal Offenses</td>
<td></td>
</tr>
<tr>
<td><strong>SECTION 160</strong></td>
<td><strong>CERTIFICATES OF AUTHORIZATION FOR FIRMS</strong></td>
<td></td>
</tr>
<tr>
<td>160.10 A</td>
<td>General Requirements for Certificates of Authorization</td>
<td></td>
</tr>
<tr>
<td>160.10 A</td>
<td>Requirements for firms to obtain certificate of authorization</td>
<td></td>
</tr>
<tr>
<td>160.10 B</td>
<td>This Act does not prevent firm from performing services for itself or for a parent or subsidiary</td>
<td></td>
</tr>
<tr>
<td>160.10 C</td>
<td>Rules for secretary of jurisdiction to issue certificate of incorporation, organization, licensure, or authorization to firms</td>
<td></td>
</tr>
<tr>
<td>160.10 D</td>
<td>Rules for secretary of jurisdiction to authorize trade names/trademarks/service marks</td>
<td></td>
</tr>
<tr>
<td>Section 160.20</td>
<td>Managing Agent and Resident Professional</td>
<td></td>
</tr>
<tr>
<td>Section 160.30</td>
<td>Liability Not Affected</td>
<td></td>
</tr>
<tr>
<td>Section 160.40</td>
<td>Application and Fees</td>
<td></td>
</tr>
<tr>
<td>160.40 A</td>
<td>Application for certificate of authorization is filed with the board.</td>
<td></td>
</tr>
<tr>
<td>160.40 B</td>
<td>Application fee for certificate of authorization established by board</td>
<td>220.30 A</td>
</tr>
<tr>
<td>160.40 C</td>
<td>Should board deny issuance of certificate of authorization, fee is retained as application fee</td>
<td>220.30 A</td>
</tr>
<tr>
<td>Section 160.50</td>
<td>Expirations and Renewals</td>
<td>220.30 D 240.40</td>
</tr>
<tr>
<td>160.50 A</td>
<td>Expiration of certificates of authorization for firms</td>
<td></td>
</tr>
<tr>
<td>160.50 B</td>
<td>Renewal of certificates of authorization</td>
<td></td>
</tr>
<tr>
<td>Section 160.60</td>
<td>Issuance of Duplicate Certificates</td>
<td>220.30 E 240.10 D</td>
</tr>
<tr>
<td>Section 160.70</td>
<td>Grounds for Disciplinary Action—Firms Holding a Certificate of Authorization</td>
<td></td>
</tr>
<tr>
<td>160.70 A</td>
<td>Board has power to suspend, revoke, refuse to issue/restore/renew, etc., the certificate of authorization of a firm found guilty of any of 11 types of violations</td>
<td></td>
</tr>
<tr>
<td>160.70 B</td>
<td>Board can impose assess a fine of not more than $[insert amount] for each offense</td>
<td></td>
</tr>
<tr>
<td>160.70 C</td>
<td>Board has power to revoke/suspend/etc. the certificate of authorization for a firm that has guilty members</td>
<td></td>
</tr>
<tr>
<td>Model Law Section</td>
<td>Descriptor</td>
<td>Corresponding Model Rules Section</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Section 160.80</td>
<td>Disciplinary Action Procedures—Firms Holding a Certificate of Authorization</td>
<td></td>
</tr>
<tr>
<td>160.80 A</td>
<td>Any person or entity, including the board or board staff, may file a complaint against firm holding certificate of authorization</td>
<td></td>
</tr>
<tr>
<td>160.80 B</td>
<td>Complaint shall be in writing and state facts on which complaint is based.</td>
<td></td>
</tr>
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<td>160.80 C</td>
<td>All complaints shall be reviewed by board or investigative committee designated by the board. After review, board or investigative committee shall determine if charges are warranted.</td>
<td></td>
</tr>
<tr>
<td>160.80 D</td>
<td>All charges, unless dismissed/settled informally, shall be heard by the board. Also, notification of the accused, rights of the accused, and conduct of the hearing</td>
<td></td>
</tr>
<tr>
<td>160.80 E</td>
<td>After hearing, majority of board sustains charges, board can reprimand, fine, suspend/revoke/etc. firm’s certificate of authorization</td>
<td></td>
</tr>
<tr>
<td>160.80 F</td>
<td>Firm aggrieved by board actions may appeal to the proper court under normal civil procedures</td>
<td></td>
</tr>
<tr>
<td>160.80 G</td>
<td>Financial sanction assessed pursuant to Section 160.70, unless paid within [insert number] days shall constitute a judgment and be filed/executed as any other judgment of a court of record</td>
<td></td>
</tr>
<tr>
<td>160.80 H</td>
<td>Action to enforce order may be combined with action for injunction</td>
<td></td>
</tr>
<tr>
<td>160.80 I</td>
<td>Board may, upon petition, reissue certificate of authorization, if majority of board votes in favor</td>
<td>250.40 A, B</td>
</tr>
<tr>
<td>Section 160.90</td>
<td>Grounds for Disciplinary Action—Firms Not Holding a Certificate of Authorization</td>
<td></td>
</tr>
<tr>
<td>160.90 A</td>
<td>Enumeration of unauthorized practices/misrepresentations/fraud</td>
<td></td>
</tr>
<tr>
<td>160.90 B</td>
<td>Board can assess fine of not more than $[insert amount] for each offense</td>
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</tr>
<tr>
<td>160.90 C</td>
<td>Each day of continued violation may be a separate offense</td>
<td></td>
</tr>
<tr>
<td>160.90 D</td>
<td>Determination of amount of fine</td>
<td></td>
</tr>
<tr>
<td>160.90 E</td>
<td>Board may fine and recover costs from firm with members guilty of violation</td>
<td></td>
</tr>
<tr>
<td>Section 160.100</td>
<td>Disciplinary Action Procedures—Firms Not Holding a Certificate of Authorization</td>
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<tr>
<td>160.100 A</td>
<td>Any person or entity, including the board or board staff, may prefer charges against firm not holding certificate of authorization</td>
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<tr>
<td>160.100 B</td>
<td>Complaint shall be in writing and state facts on which complaint is based.</td>
<td></td>
</tr>
<tr>
<td>160.100 C</td>
<td>All complaints shall be reviewed by board or investigative committee designated by the board. After review, board or investigative committee shall determine if charges are warranted.</td>
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</tr>
<tr>
<td>160.100 D</td>
<td>All charges, unless dismissed/settled informally, shall be heard by the board. Also, notification of the accused, rights of the accused, and conduct of the hearing</td>
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<tr>
<td>Model Law Section</td>
<td>Descriptor</td>
<td>Corresponding Model Rules Section</td>
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<tr>
<td>-------------------</td>
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</tr>
<tr>
<td>160.100 E</td>
<td>After hearing, if majority of board sustains charges, board can fine not more than $[insert amount] for each count and recover costs</td>
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</tr>
<tr>
<td>160.100 F</td>
<td>Firm aggrieved by board may appeal to the proper court under normal civil procedures</td>
<td></td>
</tr>
<tr>
<td>160.100 G</td>
<td>Unless penalty is paid within [insert number] days, order shall constitute a judgment</td>
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</tr>
<tr>
<td>160.100 H</td>
<td>Action to enforce order may be combined with action for injunction</td>
<td></td>
</tr>
<tr>
<td>160.110</td>
<td>Criminal Offenses</td>
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<tr>
<td><strong>SECTION 170</strong></td>
<td><strong>MISCELLANEOUS</strong></td>
<td></td>
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<tr>
<td>170.10</td>
<td>Public Works</td>
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<tr>
<td>170.20</td>
<td>Engineered Products and Systems</td>
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<tr>
<td>170.30</td>
<td>Exemption Clause</td>
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<tr>
<td>170.30 A</td>
<td>Other Professions</td>
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<td>170.30 B</td>
<td>Contingent License</td>
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<td>170.30 C</td>
<td>Employees and Subordinates</td>
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<td>170.40</td>
<td>Duties of Recorders</td>
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<td>170.50</td>
<td>Invalid Provisions</td>
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<td>170.60</td>
<td>Repeal of Conflicting Legislation</td>
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<tr>
<td>170.70</td>
<td>Effective Date</td>
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APPENDIX B
References to Internal Citations in *Model Law*

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<thead>
<tr>
<th><em>Model Law</em> Citation</th>
<th><em>Model Law</em> Citation Referenced within Citations in Column 1</th>
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<tr>
<td>110.20 H</td>
<td>160.20</td>
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<tr>
<td>110.20 I</td>
<td>120.60 A</td>
</tr>
<tr>
<td>110.20 K</td>
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<td>120.10</td>
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<tr>
<td>120.60 A</td>
<td>160</td>
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<tr>
<td>130.10 B.1</td>
<td>130.10 B, B.3</td>
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<td>130.30 B</td>
<td>130.10, 130.20</td>
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<td>140.10 C</td>
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APPENDIX C
NCEES Publications

Publications available on ncees.org in the About NCEES section

- The NCEES annual report highlights the Council’s leadership, mission, initiatives, and financial activities. An interactive version of the annual report is available at ncees.org/annualreport.
- The NCEES Bylaws outlines the structure of the Council.
- The Continuing Professional Competency Guidelines provides best practices for state licensing boards that have CPC requirements for licensees.
- NCEES uses its “Criteria for Evaluating the Administration of NCEES Examinations at Non-U.S. Sites” when assessing whether or not to administer its exams in other countries.
- The History of the National Council of Examiners for Engineering and Surveying, 1920–2004 provides an in-depth history of U.S. licensure and NCEES.
- Licensure Exchange is the NCEES bimonthly newsletter for the exchange of information, opinions, and ideas regarding the licensure of engineers and surveyors.
- The Manual of Policy and Position Statements describes Council administrative, examination, financial, and professional policies as well as the official NCEES position on licensure issues.
- The Model Law reflects best practices as determined by the NCEES member boards. It is a model for state practice legislation.
- The Model Rules provides licensure boards with guidelines for engineering and surveying licensing laws and ethics.
- When it conducts a credentials evaluation, NCEES compares the candidate’s college-level education against the NCEES Engineering Education Standard or the NCEES Surveying Education Standard. These standards reflect generally agreed-upon educational qualifications for entering the profession.
- NCEES Squared is the official NCEES source for engineering and surveying licensure statistics.
- The NCEES white paper “Using the FE Exam as an Outcomes Assessment Tool” describes in detail how engineering departments can use the FE exam to assess program outcomes.

Additional publications available on MyNCEES (members-only portion of the NCEES website) in the Board Resources section

- Annual meeting Action Items and Conference Reports
- NCEES board of directors minutes
- Investigation and Enforcement Guidelines
- Investigative Training Manual
- Zone minutes
- Zone Meeting and Continuity Guidelines