



# January 2015 FBPE Rules Committee Meeting

January 14, 2015 at 08:30 AM

FBPE Board Office

2639 N. Monroe St., Ste. B-112

Tallahassee, Florida 32303

# January 2015 FBPE Rules Committee Meeting Book

1. Call to Order
2. Roll Call, Determination of Quorum and Address Absences
3. Introduction of Guests & Annoucements
4. Review/Open Rule 61G15-20.0010 - Application for Licensure for Examination

Exhibit #4 - Page 3

5. Review/Open Rule 61G15-20.015 - Application for Licensure for Endorsement

Exhibit #5 - Page 20

6. Review/Open Rule 61G15-21-007 - Re-examination

Exhibit #6 - Page 33

7. Review/Open Rule 61G15-22-Continuning Education

Exhibit #7 - Page 34

Exhibit #7a - Page 41

8. Review/Open Rule 61G15-23.003 - Procedures for Signing and Sealing Electronically Transmitted Plans

Exhibit #8 - Page 43

9. Create Rule for Traffic Engineering Analysis & Design

Exhibit #9 - Page 60

10. Disucssion on Protected Titles

Exhibit #10 - Discussion on Protected Titles - Page 62

11. Old Business

12. New Business

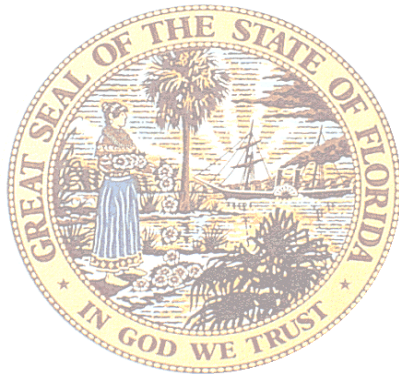
## 13 Adjourn

- a. Date, Time and Location of Next Rules Committee Meeting

March 11, 2015 at 8:30 a.m.  
FBPE Office  
2639 North Monroe Street  
Suite B-112  
Tallahassee, FL 32303

# Florida Board of Professional Engineers

2639 North Monroe Street, Suite B-112  
Tallahassee, Florida 32303



## Application for Licensure By Examination

## CHECK LIST

- ALL INFORMATION MUST BE TYPED. NOT TYPING THE INFORMATION PROVIDED IN THE APPLICATION WILL RESULT IN THE PAYMENT AND APPLICATION BEING RETURNED TO YOU TO BE FILLED OUT CORRECTLY. THIS WILL CAUSE A DELAY IN THE PROCESS AND MAY RESULT IN A MISSED APPLICATION DEADLINE.**
- Complete Application in its entirety and submit to FBPE along with the \$230 fee– Pages 1-8
- Attach fee (\$230.00). We do accept personal checks (no starter checks), cashier's checks or money orders for payment. We do not accept credit card or cash for payment. The following information must also be included in your payment:  
  
Complete full name, address, and telephone number - including area code. (Note: this information must appear typed on all personal and business checks. Hand written information will not be accepted). Checks should be made payable to FBPE.
- Complete top portion of **Verification of Licensure / Examination** and forward to state where you passed the Fundamentals Exam (EI). If you passed the examination in Florida, disregard. - Page 5
- Complete **Verification of Education Release** form and forward to college or university - Page 6
- Complete top portion of **Personal Reference Forms** and forward to the three Professional Engineers who will submit personal reference forms for your application. - Page 7
- Complete top portion of **Experience/Employment Verification** and forward to the Practicing Engineer/ Professional Engineers who are verifying your engineering experience. - Page 8
- ~~Complete top portion of **Verification of Licensure / Examination** and forward to state where you passed the Fundamentals Exam (EI). If you passed the examination in Florida, disregard. - Page 5~~
- Florida requires an EAC/ABET engineering degree. If you do not have a Board approved engineering degree, pursuant to Florida Statute 471.013(1) and FAC 61G15-20.001, **YOU DO NOT QUALIFY FOR LICENSURE IN THE STATE OF FLORIDA.** Please contact the PE Exam Desk at (850) 521-0500 for more information.
- If you hold a foreign engineering degree or a Non EAC-ABET Engineering BS degree, you are required to obtain an evaluation of your degree. 61G15-20.001 FAC
- Personal Reference Form (each form must be signed & sealed by a PE.)

**NOTE:** A link to the online Study Guide will be forwarded to you upon receipt of your application.

**INSTRUCTIONS FOR APPLICATION AND  
ELIGIBILITY TO REGISTER FOR THE NCEES  
PRINCIPLES AND PRACTICE EXAMINATION**

The Florida Board of Professional Engineers contracts with NCEES EXAM ADMINISTRATION SERVICES to administer the engineering examinations. You must file your application for each exam date with the Board of Professional Engineers, and you must receive notice of eligibility to sit for examination, *prior* to registering with NCEES, at [www.ncees.org](http://www.ncees.org).

In order to qualify for the Principles and Practice Licensure Examination, you must meet the requirements set forth in Section 471.013, Florida Statutes, (F.S.) and Section 61G15-20.002, Florida Administrative Code (F.A.C.) These sections of the statute and rules refer to education, proof of passing the NCEES Fundamentals examination, and required engineering experience.

Florida requires an EAC/ABET engineering degree. If you do not have a Board approved engineering degree, pursuant to Florida Statute 471.013(1) and FAC 61G15-20.001. YOU DO NOT QUALIFY FOR LICENSURE IN THE STATE OF FLORIDA. Please contact the PE Exam Desk at (850) 521-0500 for more information.

**If you hold a foreign engineering degree or a non EACT-ABET engineering BS degree, you are required to obtain an evaluation of your degree.** 61G15-20.001 FAC

The Board office will process your application and when deemed administratively complete with required documentation, the Board's Application Committee will review the application. It is recommended that applications be sent to the board office as completed as possible. References and Verifications can be sent with the application. Transcripts can also be attached to the application in an unopened sealed envelope from the applicant's university. The full Board must ratify all actions of Board's Application Committee. If your application is approved, you will receive a Notice of Approval with a Candidate Number. **Approvals are exam date specific.** If your application is denied, you will receive a Notice of Denial. If you do not show or if you do not pass the exam, then you will be required to submit a new re-examination application and fee for board approval of your next desired exam date. A "no show" will not count as a failure.

**NOTE:** *If the original licensure fee is over 3 years old, then an initial application and fees will be required for re-examination.*

**NOTE:** *If you are submitting this initial application due to expired fees/the previous application has been over 3 years, then attach a cover letter with explanation. You will not need to submit experience record or verifications to address work experience prior to first initial application. For example, if you first applied and were approved in 2000 and are reapplying in 2006, then you only need to submit experience record from 2000-2006. Additionally, EI verification and transcripts will not be required. The remainder of the application is required.*

**You should mail your application at least ten days prior to the receipt date.**

0901 1010 - P.E. Request Exam - [FPBE, 2639 N. Monroe St., Ste. B112, Tallahassee, FL 32303](#)

Applications deadlines are posted on the FBPE website at <http://fbpe/licensure/engineer-exam>  
<http://www.fbpe.org/licensure/application-process>. Application received after the deadline date will be processed for the next subsequent examination.

**When you receive your Notice of Approval email with your Candidate Number from the Board, you must then register with NCEES EXAM ADMINISTRATION SERVICES at [www.ncees.org](http://www.ncees.org).**

**REMEMBER:** You will receive Board notices electronically via email. It is your responsibility to check the deadlines on the NCEES website and the FBPE website.

**NOTE:** Please view updated exam discipline lists online at [www.ncees.org](http://www.ncees.org), as they are subject to change.

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## APPLICATION INSTRUCTIONS

### ORIGINAL PROFILE DATA

Your name as it appears on your application will appear on your license.

Note: Social security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and sections 455.203(9), 455.213(1), 409.2577, and 409.2598, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social security numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193, Sec. 317.

### VERIFICATION OF EDUCATION RELEASE

Send this document directly to all institution(s) you attended and to all institution(s) from which you received your engineering and/or non-engineering degree(s). The institution(s) will complete this document and forward it along with a certified transcript directly to the Board Office.

**NOTE:** If you completed an evaluation of your foreign degree in the EI/Fundamentals Exam application for examination in Florida, then a duplicate evaluation is not required.

### VERIFICATION OF LICENSURE

Send this form to the state in which you passed the NCEES Fundamentals Examination (E.I.)  
**If you took the exam in Florida, then disregard this form.**

### PERSONAL ENGINEERING REFERENCE

Make three (3) copies of this document and send one to each of the individuals serving as personal references, references **must be licensed professional engineers**. The licensed engineer must sign and seal the personal reference. List these engineer's names and addresses on Page 3. **Personal references cannot verify engineering experience. Applicant should only fill out the top portion of this form.**

## EXPERIENCE

Your engineering experience must be listed consecutively and should correspond to the dates on the Experience Verification documents. List your experience history in chronological order starting with your earliest experience and proceeding to your most recent employment. **You must have 48 months of engineering experience at the time you submit the PE Exam Application.**

Failure to provide adequate detail may result in the denial of your application. You must list full time and part-time engineering or non-engineering related on the experience form. **ONE EXPERIENCE form for each employer.** Non-engineering experience will not require verification unless requested by the Board. **A PE must sign and seal the employment (engineering experience) verification form(s).** Use the Experience Verification form to verify experience. If verification becomes impossible, submit a notarized letter listing the company name, the date of employment and an explanation of the difficulties in securing the verification, see Rule 61G15-20.002 Experience, which is included in packet.

- ~~Below is a description of how of the Experience Section must be completed:~~
- ~~Column #1: Non-engineering employment.~~
- ~~Column #2: Engineering experience prior to undergraduate degree~~
- ~~Column #3: Engineering experience AFTER receiving engineering degree~~
- ~~Column #4: Advanced Degrees~~
- ~~Column #5: Board Use Only~~

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All engineering and non-engineering experience must be listed and printed or typed legibly. You must complete the 48 months or more of engineering experience at the time of submitting your application. **Personal References must be listed on the notary page; however, they CANNOT be used as both experience verification and personal reference.**

## EXPERIENCE/EMPLOYMENT VERIFICATION

Section 471.013, F.S., states that applicants must have completed four years of engineering experience in order to apply for the Principles and Practice examination. By Rule, Section 61G15-20.002, Florida Administrative Code, the Board Professional Engineers defines that 48 months of engineering experience be completed **at the time of submitting an application.** **Applicant should only fill out the top portion of this form.**

Make copies of the experience verification form and send one to each of the Professional or Practicing Engineers who will be verifying your engineering experience.

→ **Engineers verifying your experience cannot be used as personal references.**

**NOTE:** The verification of experience must coincide with dates listed on the experience section of the application. CHAPTER 471, F.S., RULE 61G15, F.A.C.,

**LAWS AND RULES STUDY GUIDE  
(CHAPTER 471, F.S., RULE 61G15, F.A.C.)  
33 Questions on the Florida Laws & Rules**

Please read Chapter 471, F.S. and Rule 61G15, F.A.C. to become aware of the rules regulating the engineers in the State of Florida. Use the website link that will be sent to you and complete the study guide online. Retain a copy of the Florida Laws and Rules for future reference.

**NOTE:** Registered Professional Engineers are persons holding professional engineering registration in any state.

Practicing Engineers are those persons in the engineering professions who are not required to be licensed in their state.

Refer to Rule 61G15-21.002(2)(a), F.A.C. for additional information.

**NOTE:** Successful completion of the [FBPE Study Guide](#), covering Chapter 471, Florida Statutes and Rule 61G15, Florida Administrative Code, is required for licensure. The Study Guide is an online text with thirty three (33) questions. You will be sent a link to the website with logon information. You will then complete the Study Guide online and your results will be sent directly to FBPE for inclusion with your file. You will also receive a Certificate of Completion once you have successfully completed the Study Guide.

**As you begin the application process, please note you will receive the following notices electronically via email:**

- A notice of incomplete status
- Notice of file complete for Board review
- Notice of approval
- 

**You must provide a current email address on the application to receive notices from FBPE. All email addresses are public records pursuant to F.S. Chapter 119.011(12)**

**SPECIAL TESTING ACCOMMODATIONS**

**APPLICATION FOR DISABILITY ACCOMODATION**

Please contact NCEES at [www.ncees.org](http://www.ncees.org).

**RELIGIOUS CONFLICTS**

Please contact NCEES at [www.ncees.org](http://www.ncees.org).

**If you have any questions concerning Licensure by Examination, please contact our office.**

**ATTENTION: PE Exam Desk  
Licensure Analyst  
Florida Board of Professional Engineers  
2639 N. Monroe Street, Suite B-112  
Tallahassee, Florida 32303  
(850) 521-0500  
[www.fbpe.org](http://www.fbpe.org)**

To ensure you receive prompt email communications from FBPE, remember to add [www.fbpe.org](http://www.fbpe.org) to your address book.

If your email provider allows, you should also make our email address a safe domain for receipt of emails.

When you receive your Approval Notice Email from the Board Office with your Candidate Number, you *must* then register with NCEES EXAM ADMINISTRATION SERVICES at [www.ncees.org](http://www.ncees.org).





Application Type

### PRINCIPALS AND PRACTICE EXAMINATION APPLICATION



Fee: \$230  
(Made Payable to FBPE)

<b>MAILING ADDRESS</b>	Number and Street:		Apt/Lot No.:	
	City:	State:	Zip Code:	County:
<b>HOME TELEPHONE NUMBER:</b>	<b>BUSINESS TELEPHONE NUMBER:</b>		<b>EMAIL ADDRESS:</b> <small>* All email addresses are public records pursuant to F.S. Chapter 119.011(12)</small>	
<b>DATE OF BIRTH</b> (MM/DD/YYYY):		<b>*SOCIAL SECURITY NO.:</b>  <small>*Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, Florida Statutes.</small>		




(ATTACH CHECK HERE)

EDUCATION HISTORY						
Name & Addresses Colleges/Universities Attended:	Type of Degree Received:	Did you graduate Y/N	If Currently enrolled, list anticipated date of graduation Date. MM/YYYY	In what discipline of engineering was or will your degree be issued?		
		<input type="checkbox"/> Y <input type="checkbox"/> N				
		<input type="checkbox"/> Y <input type="checkbox"/> N				
		<input type="checkbox"/> Y <input type="checkbox"/> N				
Please indicate exam date preference applying for: <input type="checkbox"/> April 20 <input type="checkbox"/> October 20						
Have you filed an application with this office previously? <input type="checkbox"/> YES <input type="checkbox"/> NO						
If yes, list the date of the last Engineer Intern Examination you have taken or were scheduled for:						
EXAMINATION HISTORY						
Have you ever taken a written Engineering Examination in any state or U.S. Territory? <input type="checkbox"/> YES <input type="checkbox"/> NO						
Number of times did you take each exam? _____ PE _____ EI						
	WHERE?	WHEN?	RESULTS?	LICENSE #?		
Engineer Intern						
Professional Engineer						
LICENSURE HISTORY						
Do you now hold or have you ever held a license or registration to practice engineering in any state or U.S. Territory? (including Florida If yes, show all such licenses below or use a separate sheet if necessary).					YES <input type="checkbox"/>	NO <input type="checkbox"/>
State	License No.:	Year Issued:	Type of License:	If License is not in force, how and when validity ceased	License Status	
APPLICATION HISTORY (ATTACH ADDITIONAL SHEETS IF NECESSARY)						
				YES	NO	
A) Have you ever been convicted or found guilty, or entered a plea of guilty or nolo contendere regardless of adjudication, of a crime in any jurisdiction, or have you ever been found guilty by a military court-martial? (Do not include any pending charges or non-criminal traffic offenses). If YES, please list date, jurisdiction (state and county), offense, disposition, and all other relevant information				<input type="checkbox"/>	<input type="checkbox"/>	
<del>B) Have you ever been declared legally incompetent in the past five (5) years? If YES, please explain in full on attached sheet(s) including full details as to court, dates and circumstances, and Medical practitioners consulted.</del>				<input type="checkbox"/>	<input type="checkbox"/>	
<del>C) Have you ever undergone treatment for the use of drugs, narcotics, or intoxicating liquors in the past five (5) years?</del>				<input type="checkbox"/>	<input type="checkbox"/>	
<del>If "C" above is answered YES, Please show on additional sheet(s) the relevant dates and circumstances of such treatment along with the names and addresses of the medical practitioners who treated you. In addition, it will be necessary for you to direct each of the practitioners or hospitals that treated you to furnish the board any information the Board may request with respect to such treatment.</del>						
APPLICATION HISTORY – LICENSURE						
				YES	NO	
A) Have you ever been denied the right to take an Engineering examination in any state?				<input type="checkbox"/>	<input type="checkbox"/>	
B) Have you ever been refused an Engineering license – or the renewal thereof – in any state?				<input type="checkbox"/>	<input type="checkbox"/>	
C) Have you ever had a certificate of registration to practice Engineering revoked, suspended or otherwise acted against. (including probation, fine or reprimand) in a disciplinary proceeding in any state?				<input type="checkbox"/>	<input type="checkbox"/>	

PERSONAL ENGINEERING REFERENCES	
Show below the names and address of at least three (3) engineering references. (All three must be professional engineers who must sign & seal the personal reference forms.) * <b>Do not use the same individual to verify employment (61G15-20.002(2)).</b>	
<b>Name</b>	<b>Address</b>
1. _____	_____
2. _____	_____
3. _____	_____
<b>If "A", "B", or "C" are answered YES, you must provide complete details as to state(s), license number(s), date(s) and relevant circumstances on attached sheet(s).</b>	
<b>Professional Engineer Discipline:</b>	

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare and state that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension, or revocation of any license to practice in the State of Florida for the profession for which I am applying.

**Applicant**  
**Sign Here**  \_\_\_\_\_ **Date** \_\_\_\_\_

**EXPERIENCE FORM TO BE COMPLETED BY APPLICANT**

APPLICANT'S NAME: _____	Type of Experience	%
<b>EXPERIENCE RECORD: SUMMARY AND DESCRIPTION</b>  Name and Address of Employer at Time of Employment:	Engineering Design	
Work Experience #: _____  Name: _____	Engineering Studies, Reports, Evaluations	
Address: _____ _____ _____	Engineering Research, Data Preparation & Interpretation	
_____ _____ Contact #: _____	Other Engineering Related Activities	
_____ Date of Employment: From _____ to _____	Non-Engineering (including surveying)	

List all employment/experience beginning with earliest experience:

**(A minimum of four years or forty eight (48) months) must be verified at the time of submitting your application.** Employment verification must be completed by professional or practicing engineers using the Employment/Client Verification form (pg. 8). All engineering experience after graduation or prior to graduation shall be listed beginning with earliest experience. Non-engineering experience or periods of unemployment shall be listed but is not required to be verified. If self-employed or are an officer or principal of a company, you are required to submit five (5) client references in lieu of employment verification using page 9 of the application.

Applicant must provide detailed and specific statements defining design work performed and must list the projects for which he/she had full or partial responsibility, including a statement of the extent and complexity of work performed. Use one form for each work experience. Make as many copies of this form as you need to list employment.

**Your application will be considered incomplete if a detailed statement is not included.**

**DESCRIPTION:**

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**FLORIDA BOARD OF PROFESSIONAL ENGINEERS**

**2639 N. MONROE STREET, SUITE B-112  
TALLAHASSEE, FLORIDA 32303  
(850) 521-0500**

**VERIFICATION OF LICENSURE / EXAMINATION**

**ENDORSEMENT**

FROM **STATE VERIFYING  
LICENSURE/ EXAMINATION**

Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_

(PLEASE WRITE THE NAME OF THE STATE COMPLETING DOCUMENT)

Street \_\_\_\_\_

TO: FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS  
2639 N. MONROE STREET, SUITE B-112  
TALLAHASSEE, FLORIDA 32303

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

**THE ABOVE NAMED PERSON WAS CERTIFIED OR REGISTERED AS:**

	CERTIFICATE NUMBER	DATE ISSUED	VALID UNTIL	DATE APPLIED
Engineer Intern	_____	_____	_____	_____
Professional Engineer	_____	_____	_____	_____

**BASIS OF REGISTRATION:**

1. Written Examination

	Exam Date	Pass / Fail	NCEES (Y or N)	Number of Exams Taken
Engineer Intern (Fundamental)	_____	_____	_____	_____
Professional Engineer	_____	_____	_____	_____

Examination Option: \_\_\_\_\_

2. EI Accepted From: \_\_\_\_\_

PE Accepted From: \_\_\_\_\_

**III. REMARKS:**

BY: \_\_\_\_\_

(BOARD SEAL REQUIRED)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## VERIFICATION OF EDUCATION RELEASE

(Transcript Request)

If you are a graduate of a Bachelor, Master and/or Doctorate degree, please forward this completed form to the college or university with a request that a transcript be submitted to our office.

**Name and Address of Institution:**

**Name and Address of Applicant:**

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**Social Security No.:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

\*Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, Florida Statutes.

**Date of Attendance:** \_\_\_\_\_

**Degree Awarded:** \_\_\_\_\_

**Date Degree Awarded:** \_\_\_\_\_

**Discipline:** \_\_\_\_\_

Please forward this document, along with an official copy of my transcript, to the Florida Board of Professional Engineers, 2639 N. Monroe Street, Suite B-112, Tallahassee, Florida 32303. If there is a fee to release the requested transcript, please contact me immediately.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RETURN THIS DOCUMENT  
AND TRANSCRIPT TO:**

**(SCHOOL SEAL)**

Florida Board of Professional Engineers  
2639 N. Monroe Street, Suite B-112  
Tallahassee, FL 32303  
(850) 521-0500

**FLORIDA BOARD OF PROFESSIONAL ENGINEERS**

2639 N. MONROE STREET, SUITE B-112  
TALLAHASSEE, FLORIDA 32303

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**PERSONAL REFERENCE FOR LICENSURE BY EXAMINATION**

Name of Applicant	Name of Reference
Street Address	Street Address
City, State, Zip Code	City, State, Zip Code
Date of Birth	Telephone No.
Telephone No.	

Indicate date document was forwarded to reference: \_\_\_\_\_

DO NOT INITIATE REFERENCE DOCUMENTS UNTIL FILING THE APPLICATION

I have given your name as a reference and have submitted to the Board of Professional Engineers a signed Certification of Release Statement authorizing "any individual, company or institution with whom I have been associated with, to furnish the Florida Board of Professional Engineers with any information concerning my qualifications for professional registration in Florida which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."

Will you kindly furnish from your company records, the information requested below and forward the completed document directly to the Florida Board of Professional Engineers.

\_\_\_\_\_  
Applicant's Signature

**TO BE COMPLETED BY REFERENCE:**

1. I have known the above applicant for \_\_\_\_\_ years.
2. I know the applicant is or was engaged in engineering for \_\_\_\_\_ years at \_\_\_\_\_ (name of company).
3. I know the applicant has been in an increasing level of responsibility of engineering for \_\_\_\_\_ years.
4. Please comment on the applicant's engineering work as indicated in question #3 for the above outlined time frame as to:
  - a. Experience: \_\_\_\_\_
  - b. Ability: \_\_\_\_\_
  - c. Competency: \_\_\_\_\_
5. What is your opinion of the applicant's personal integrity and reputation? \_\_\_\_\_
6. Would you employ applicant in a position of trust? Yes No

To the best of my knowledge, the above is true and correct. <input type="checkbox"/> Licensed Professional Engineer State(s) of Licensure: _____ Signature: _____ Date and Title/Position: _____	<b>PE Seal required (see instructions)</b>
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## FLORIDA BOARD OF PROFESSIONAL ENGINEERS PROFESSIONAL ENGINEER EXPERIENCE AND REFERENCE FORM

This form must be submitted for each work experience claimed as qualifying experience. Each experience being claimed as qualifying experience must be summarized on a separate Experience and Reference Form. "SEE ATTACHED" and resumes are NOT ACCEPTABLE in lieu of this form. **Part A of this form must be typed or it will be returned to applicant.**

**The original of this form must be mailed to the Board Office postmarked by the Application Deadline. Failure to have all documents in the Board Office by the final application deadline will result in the Applicant not being able to sit for the current examination.**

**A copy of this form must be provided by the applicant to the qualifying reference.**

### Part A – TO BE COMPLETED BY THE APPLICANT

I, the Applicant, hereby demonstrate qualifying experience as required by the Florida Administrative Code 61G15 and Florida Statutes 471, as defined below.

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>
------------------	-------------------	--------------------

<u>Daytime Phone Number (including area code &amp; Extension)</u>	<u>Cell Phone Number (incl. area code):</u>
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<u>Experience Number:</u>	<u>Employment Dates:</u> (MM/DD/YYYY)	<u>Total Time Worked in Months</u> (for this experience)	<u>Employer:</u> <u>Employer Address:</u> <u>City/State/Zip:</u>  <u>Applicant's Title:</u>

<u>From:</u>		<u>Reference's Name:</u> <u>Reference's Address:</u> <u>City/State/Zip:</u>  <u>Reference's Phone (incl. area code &amp; ext.):</u>
<u>To:</u>		

All of the following items must be completed.

Description of Engineering Tasks & Duties:

Level of Responsibility:

Description of Engineering Decisions Made:

Projects (Include project name, location (city/state), & type):

**\*\*Qualifying experience includes only engineering work. It does not include overtime, training, non-engineering work. Qualifying experience may be less than the total number of months worked; it is computed by Total Months Worked less Non-Qualifying Experience. Qualifying Experience means engineering employment that requires the applicant to use sound judgment in making engineering decisions and contributes to progress towards becoming a Professional Engineer.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I, the Reference, confirm that I have reviewed the information contained on Part A of this form.

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

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**FLORIDA BOARD OF PROFESSIONAL ENGINEERS**

**2639 N. MONROE STREET, SUITE B-112  
TALLAHASSEE, FLORIDA 32303**

**EMPLOYMENT / EXPERIENCE VERIFICATION FOR LICENSURE BY EXAMINATION**

_____ Name of Applicant	_____ Name of Company
_____ Street Address	_____ Name of Person Completing Form
_____ City, State, Zip Code	_____ Street Address
_____ Date of Birth	_____ City, State, Zip Code
_____ Telephone No	_____ Telephone No.

Indicate date document was forwarded to reference: \_\_\_\_\_

**DO NOT INITIATE REFERENCE DOCUMENTS UNTIL FILING THE APPLICATION**

I have given your name as an employer/client and have submitted to the Board of Professional Engineers a signed Certification of Release Statement authorizing "any individual, company or institution with whom I have been associated with, to furnish the Florida Board of Professional Engineers with any information concerning my qualifications for professional registration in Florida which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."

Will you kindly furnish from your company records, the information requested below and forward the completed document directly to the Florida Board of Professional Engineers.

\_\_\_\_\_  
Applicant's Signature

**TO BE COMPLETED BY REFERENCE:**

- The above applicant is or was employed with this company from \_\_\_\_\_ to \_\_\_\_\_.
- During his/her employment that applicant has worked with me/for me from \_\_\_\_\_ to \_\_\_\_\_.
- I know the applicant has been engaged in engineering for \_\_\_\_\_ years.
- I know the applicant has been in an increasing level of responsibility of engineering for \_\_\_\_\_ years.
5. Are you related to this Applicant by blood, marriage, or adoption? Yes No
6. Please comment on the applicant's engineering work as indicated in question #3 and #4 for the above outlined time frame as to:
  - Experience: \_\_\_\_\_
  - Ability: \_\_\_\_\_
  - Competency: \_\_\_\_\_

6.7. Using the interpretations below, please rate the practice and quality of performance of the applicant's engineering work.

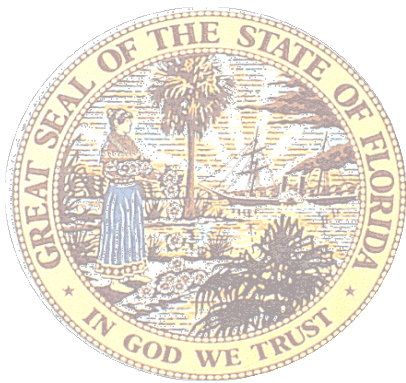
Type of Practice	Responsible Charge		Above Average	Average	Below Average	Unsatisfactory	Unknwn
	Yes	No					
Engineering Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Data Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>To the best of my knowledge, the above is true and correct.</p> <p><input type="checkbox"/> <b>Professional Engineer</b> State(s) of Licensure: _____</p> <p><input type="checkbox"/> <b>Practicing Engineer</b> (<a href="#">Chapter 471.003(2)</a>), (<a href="#">Rule 61G15-18.011</a>)</p> <p>Signature: _____</p> <p>Date and Title/Position _____</p>	<p><b>PE Seal required (Professional Engineer)</b></p>
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# Florida Board of Professional Engineers

2639 North Monroe Street, Suite B-112



Tallahassee, Florida 32303

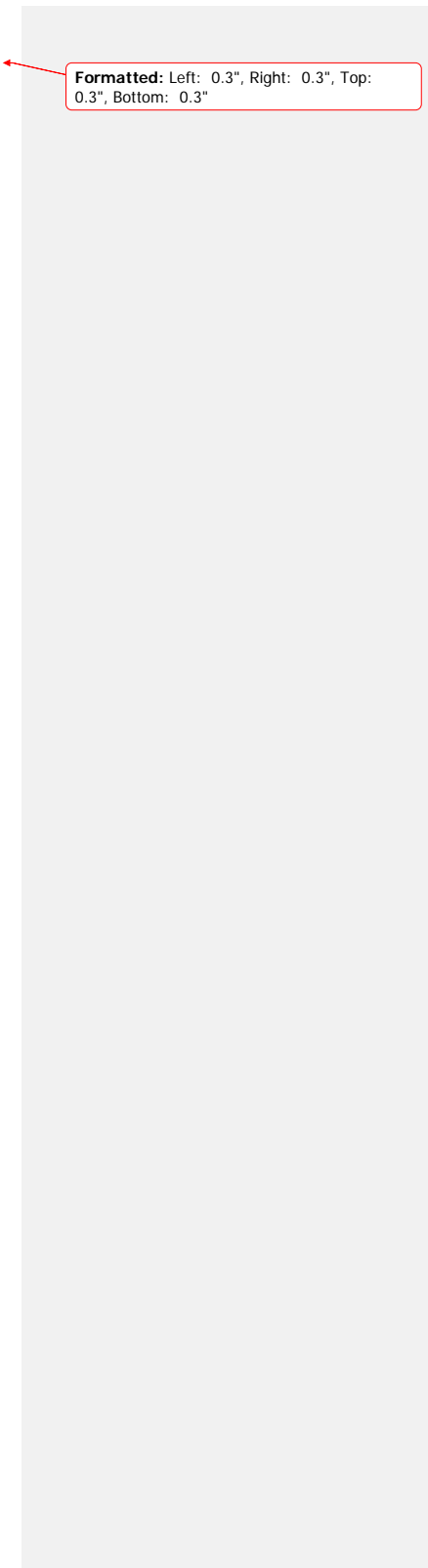


## Application For Licensure By Endorsement

### CHECK LIST

- ALL INFORMATION MUST BE TYPED. NOT TYPING THE INFORMATION PROVIDED IN THE APPLICATION WILL RESULT IN THE PAYMENT AND APPLICATION BEING RETURNED TO YOU TO BE FILLED OUT CORRECTLY. THIS WILL CAUSE A DELAY IN THE PROCESS AND MAY RESULT IN A MISSED APPLICATION DEADLINE.**
- Complete the Application in its entirety.**
- Attach fee (\$230.00 which is \$100 Licensure Fee and \$130 Application fee pursuant to Fl. Statute Chapter 471) - (Must be personal check, cashier's check or money order made payable to the Florida Board of Professional Engineers or FBPE. Starter checks are unacceptable.)**
- Complete the top portion of Verification of Licensure / Examination and forward to the appropriate state(s). (States in which you took the EI and PE exam) – pg 5.**
- Complete top portion of Verification of Education and Transcript Release and forward to school – Transcripts are required – pg 6.**
- Complete top portion of Employment/Experience Verification and forward to employers, who must verify a minimum of 48 months – pg 7.**
- Complete top portion of Personal Engineering References and forward to three PE references – pg 8.**
- To complete the Study Guide, you MUST provide an email address\* All email addresses are public records pursuant to F.S. Chapter 119.011(12). Once your application is received by FBPE, a link to the online Study Guide will be sent to you. You will follow the instruction to complete the Study Guide and the result will be automatically sent to FBPE.**
- Foreign Degrees (BS) must have a course by course evaluation. See 61G15-20.001.**
- Florida requires an EAC/ABET Engineering Degree. If you do not have a Board approved engineering degree, pursuant to Florida Statute 471.013(1) and FAC 61G15-20.001, YOU DO NOT QUALIFY FOR LICENSURE BY ENDORSEMENT IN THE STATE OF FLORIDA. Please contact the Board office for more details.**
- You must provide an email address. All notices are sent via email. Add fbpe.org as a safe sender.**

		Application Type <b>APPLICATION FOR LICENSURE BY ENDORSEMENT</b>			
Fee: \$230 (Made Payable to FBPE)					
<b>NAME</b>		Last:	First:	Middle:	
<b>MAILING ADDRESS</b>		Number and Street:			Apt/Lot No.:
		City:	State:	Zip Code:	County:
<b>HOME TELEPHONE NUMBER:</b>		<b>BUSINESS TELEPHONE NUMBER:</b>		<b>EMAIL ADDRESS:</b> * <u>All email addresses are public records pursuant to F.S. Chapter 119.011(12)</u>	
<b>DATE OF BIRTH</b> (MM/DD/YYYY):			<b>*SOCIAL SECURITY NO.:</b> *Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, Florida Statutes.		
<div style="border: 2px dashed black; width: 90%; margin: auto; padding: 20px;"> <p style="font-size: 24px; font-weight: bold;">(ATTACH CHECK HERE)</p> </div>					



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**EDUCATION HISTORY**

Name & Addresses Colleges/Universities Attended:	Type of Degree Received:	Did you graduate Y/N	List Graduation Date. MM/YYYY# Currently enrolled, list anticipated date of graduation. MM/YYYY	In what discipline of engineering was or will your degree be issued?
		<input type="checkbox"/> / <input type="checkbox"/>		
		<input type="checkbox"/> / <input type="checkbox"/>		
		<input type="checkbox"/> / <input type="checkbox"/>		

Please indicate exam date preference applying for:  April 20  October 20

Have you filed an application with this office previously?  YES  NO

If yes, list the date of the last Engineer Intern Examination you have taken or were scheduled for:

**EXAMINATION HISTORY**

Have you ever taken a written Engineering Examination in any state or U.S. Territory?  YES  NO

Number of times did you take each exam? \_\_\_\_\_ PE \_\_\_\_\_ EI

	WHERE?	WHEN?	RESULTS?	LICENSE #?
Engineer Intern				
Professional Engineer				

**LICENSURE HISTORY**

Do you now hold or have you ever held a license or registration to practice engineering in any state or U.S. Territory? (including Florida If yes, show all such licenses below or use a separate sheet if necessary).

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

State	License No.:	Year Issued:	Type of License:	If License is not in force, how and when validity ceased	License Status

**APPLICATION HISTORY (ATTACH ADDITIONAL SHEETS IF NECESSARY)**

YES NO

<b>A)</b> Have you ever been convicted or found guilty, or entered a plea of guilty or nolo contendere regardless of adjudication, of a crime in any jurisdiction, or have you ever been found guilty by a military court-martial? (Do not include any pending charges or non-criminal traffic offenses). If YES, please list date, jurisdiction (state and county), offense, disposition, and all other relevant information	<input type="checkbox"/>	<input type="checkbox"/>
<del><b>B)</b> Have you ever been declared legally incompetent in the past five (5) years? If YES, please explain in full on attached sheet(s) including full details as to court, dates and circumstances, and Medical practitioners consulted.</del>	<input type="checkbox"/>	<input type="checkbox"/>
<del><b>C)B)</b> Have you ever undergone treatment for the use of drugs, narcotics, or intoxicating liquors in the past five (5) years?</del>	<input type="checkbox"/>	<input type="checkbox"/>

~~If "C" above is answered YES,  
Please show on additional sheet(s) the relevant dates and circumstances of such treatment along with the names and addresses of the medical practitioners who treated you.  
In addition, it will be necessary for you to direct each of the practitioners or hospitals that treated you to furnish the board any information the Board may request with respect to such treatment.~~

**APPLICATION HISTORY – LICENSURE**

YES NO

<b>A)</b> Have you ever been denied the right to take an Engineering examination in any state?	<input type="checkbox"/>	<input type="checkbox"/>
<b>B)</b> Have you ever been refused an Engineering license – or the renewal thereof – in any state?	<input type="checkbox"/>	<input type="checkbox"/>
<b>C)</b> Have you ever had a certificate of registration to practice Engineering revoked, suspended or otherwise acted against. (including probation, fine or reprimand) in a disciplinary proceeding in any state?	<input type="checkbox"/>	<input type="checkbox"/>

**PERSONAL ENGINEERING REFERENCES**

Show below the names and address of at least three (3) engineering references. (All three must be professional engineers who must sign & seal the personal reference forms.) \* **Do not use the same individual to verify employment (61G15-20.002(2)).**

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____



If "A", "B", or "C" are answered YES, you must provide complete details as to state(s), license number(s), date(s) and relevant circumstances on attached sheet(s).

Professional Engineer Discipline: \_\_\_\_\_

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare and state that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension, or revocation of any license to practice in the State of Florida for the profession for which I am applying.

**Applicant**  
**Sign Here** \_\_\_\_\_ **Date** \_\_\_\_\_



**EXPERIENCE FORM TO BE COMPLETED BY APPLICANT**

APPLICANT'S NAME: _____	<b>Type of Experience</b>	<b>%</b>
<b>EXPERIENCE RECORD: SUMMARY AND DESCRIPTION</b>	Engineering Design	
Name and Address of Employer at Time of Employment:	Engineering Studies, Reports, Evaluations	
Work Experience #: _____		
Name: _____	Engineering Research, Data Preparation & Interpretation	
Address: _____		
_____	Other Engineering Related Activities	
_____		
Contact #: _____		
Date of Employment: From _____ to _____	Non-Engineering (including surveying)	
<p>List all employment/experience beginning with earliest experience:</p> <p><b><u>(A minimum of four years or forty eight (48) months) must be verified at the time of submitting your application.</u></b> Employment verification must be completed by professional or practicing engineers using the Employment/Client Verification form (pg. 8). All engineering experience after graduation or prior to graduation shall be listed beginning with earliest experience. Non-engineering experience or periods of unemployment shall be listed but is not required to be verified. If self-employed or are an officer or principal of a company, you are required to submit five (5) client references in lieu of employment verification using page 9 of the application.</p> <p>Applicant must provide detailed and specific statements defining design work performed and must list the projects for which he/she had full or partial responsibility, including a statement of the extent and complexity of work performed. <i>Use one form for each work experience.</i> Make as many copies of this form as you need to list employment.</p> <p><b>Your application will be considered incomplete if a detailed statement is not included.</b></p>		
<b>DESCRIPTION:</b>		

**FLORIDA BOARD OF PROFESSIONAL ENGINEERS**

**2639 N. MONROE STREET, SUITE B-112  
TALLAHASSEE, FLORIDA 32303  
(850) 521-0500**

**VERIFICATION OF LICENSURE/EXAMINATION  
ENDORSEMENT**

FROM **STATE VERIFYING  
LICENSURE/EXAMINATION**

(PLEASE WRITE THE NAME OF THE STATE COMPLETING DOCUMENT)

TO: FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS  
2639 N. MONROE STREET, SUITE B-112  
TALLAHASSEE, FLORIDA 32303

Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

**THE ABOVE NAMED PERSON WAS CERTIFIED OR REGISTERED AS:**

	CERTIFICATE NUMBER	DATE ISSUED	VALID UNTIL	DATE APPLIED
Engineer Intern	_____	_____	_____	_____
Professional Engineer	_____	_____	_____	_____

**BASIS OF REGISTRATION:**

1. Written Examination

	Exam Date	Pass / Fail	NCEES (Y or N)	Number of Exams Taken
Engineer Intern (Fundamental)	_____	_____	_____	_____
Professional Engineer	_____	_____	_____	_____

Examination Option: \_\_\_\_\_

2.EI Accepted From: \_\_\_\_\_

PE Accepted From: \_\_\_\_\_

**III. REMARKS:**

BY: \_\_\_\_\_

(BOARD SEAL REQUIRED)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## VERIFICATION OF EDUCATION RELEASE

(Transcript Request)

If you are a graduate of a Bachelor, Master and/or Doctorate degree, please forward this completed form to the college or university with a request that a transcript be submitted to our office.

**Name and Address of Institution:**

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**Name and Address of Applicant:**

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**Social Security No.:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

\*Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, Florida Statutes.

**Date of Attendance:** \_\_\_\_\_

**Degree Awarded:** \_\_\_\_\_

**Date Degree Awarded:** \_\_\_\_\_

**Discipline:** \_\_\_\_\_

Please forward this document, along with an official copy of my transcript, to the Florida Board of Professional Engineers, 2639 N. Monroe Street, Suite B-112, Tallahassee, Florida 32303. If there is a fee to release the requested transcript, please contact me immediately.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RETURN THIS DOCUMENT  
AND TRANSCRIPT TO:**

**(SCHOOL SEAL)**

Florida Board of Professional Engineers  
2639 N. Monroe Street, Suite B-112  
Tallahassee, FL 32303  
(850) 521-0500

**FLORIDA BOARD OF PROFESSIONAL ENGINEERS**

**2639 N. MONROE STREET, SUITE B-112  
TALLAHASSEE, FLORIDA 32303**

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**EMPLOYMENT / EXPERIENCE VERIFICATION FOR LICENSURE BY EXAMINATION**

_____ Name of Applicant	_____ Name of Company
_____ Street Address	_____ Name of Person Completing Form
_____ City, State, Zip Code	_____ Street Address
_____ Date of Birth	_____ City, State, Zip Code
_____ Telephone No	_____ Telephone No.

Indicate date document was forwarded to reference: \_\_\_\_\_

**DO NOT INITIATE REFERENCE DOCUMENTS UNTIL FILING THE APPLICATION**

I have given your name as an employer/client and have submitted to the Board of Professional Engineers a signed Certification of Release Statement authorizing "any individual, company or institution with whom I have been associated with, to furnish the Florida Board of Professional Engineers with any information concerning my qualifications for professional registration in Florida which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."

Will you kindly furnish from your company records, the information requested below and forward the completed document directly to the Florida Board of Professional Engineers.

\_\_\_\_\_  
Applicant's Signature

**TO BE COMPLETED BY REFERENCE:**

- The above applicant is or was employed with this company from \_\_\_\_\_ to \_\_\_\_\_.
- During his/her employment that applicant has worked with me/for me from \_\_\_\_\_ to \_\_\_\_\_.
- I know the applicant has been engaged in engineering for \_\_\_\_\_ years.
- I know the applicant has been in an increasing level of responsibility of engineering for \_\_\_\_\_ years.
- Are you related to this Applicant by blood, marriage, or adoption? Yes No**
- Please comment on the applicant's engineering work as indicated in question #3 and #4 for the above outlined time frame as to:
  - Experience: \_\_\_\_\_
  - Ability: \_\_\_\_\_
  - Competency: \_\_\_\_\_

**Using the interpretations below, please rate the practice and quality of performance of the applicant's engineering work.**

Type of Practice	Responsible Charge		Above Average	Average	Below Average	Unsatisfactory	Unknown
	Yes	No					
Engineering Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Data Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

0901 1031 - P.E. Endorsement – [FBPE 2639 N. Monroe St., Ste. B-112, Tallahassee, FL 32303](#)

<p>To the best of my knowledge, the above is true and correct.</p> <p><input type="checkbox"/> <b>Professional Engineer</b> State(s) of Licensure: _____</p> <p><input type="checkbox"/> <b>Practicing Engineer</b> (<a href="#">Chapter 471.003(2)</a>), (<a href="#">Rule 61G15-18.011</a>)</p> <p>Signature: _____</p> <p>Date and Title/Position _____</p>	<p><b>PE Seal required (Professional Engineer)</b></p>
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**FLORIDA BOARD OF PROFESSIONAL ENGINEERS**

**PROFESSIONAL ENGINEER EXPERIENCE AND REFERENCE FORM**

This form must be submitted for each work experience claimed as qualifying experience. Each experience being claimed as qualifying experience must be summarized on a separate Experience and Reference Form. "SEE ATTACHED" and resumes are NOT ACCEPTABLE in lieu of this form. **Part A of this form must be typed or it will be returned to applicant.**

The original of this form must be mailed to the Board Office postmarked by the Application Deadline. Failure to have all documents in the Board Office by the final application deadline will result in the Applicant not being able to sit for the current examination.

A copy of this form must be provided by the applicant to the qualifying reference.

**Part A – TO BE COMPLETED BY THE APPLICANT**

I, the Applicant, hereby demonstrate qualifying experience as required by the Florida Administrative Code 61G15 and Florida Statutes 471, as defined below.

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>
<u>Daytime Phone Number (including area code &amp; Extension)</u>		<u>Cell Phone Number (incl. area code):</u>

<u>Experience Number:</u>	<u>Employment Dates: (MM/DD/YYYY)</u>	<u>Total Time Worked in Months (for this experience)</u>	<u>Employer:</u> <u>Employer Address:</u> <u>City/State/Zip:</u>  <u>Applicant's Title:</u>
	<u>From:</u> _____ <u>To:</u> _____		<u>Reference's Name:</u> <u>Reference's Address:</u> <u>City/State/Zip:</u>  <u>Reference's Phone (incl. area code &amp; ext.):</u>

All of the following items must be completed.

Description of Engineering Tasks & Duties:

Level of Responsibility:

Description of Engineering Decisions Made:

Projects (Include project name, location (city/state), & type):

\*Qualifying experience includes only engineering work. It does not include overtime, training, non-engineering work. Qualifying experience may be less than the total number of months worked; it is computed by Total Months Worked less Non-Qualifying Experience. Qualifying Experience means engineering employment that requires the applicant to use sound judgment in making engineering decisions and contributes to progress towards becoming a Professional Engineer.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I, the Reference, confirm that I have reviewed the information contained on Part A of this form.

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

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**FLORIDA BOARD OF PROFESSIONAL ENGINEERS**

2639 N. MONROE STREET, SUITE B-112  
TALLAHASSEE, FLORIDA 32303

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**PERSONAL REFERENCE FOR LICENSURE BY EXAMINATION**

Name of Applicant _____	Name of Reference _____
Street Address _____	Street Address _____
City, State, Zip Code _____	City, State, Zip Code _____
Date of Birth _____	Telephone No. _____
Telephone No. _____	

Indicate date document was forwarded to reference: \_\_\_\_\_

DO NOT INITIATE REFERENCE DOCUMENTS UNTIL FILING THE APPLICATION

I have given your name as a reference and have submitted to the Board of Professional Engineers a signed Certification of Release Statement authorizing "any individual, company or institution with whom I have been associated with, to furnish the Florida Board of Professional Engineers with any information concerning my qualifications for professional registration in Florida which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."

Will you kindly furnish from your company records, the information requested below and forward the completed document directly to the Florida Board of Professional Engineers.

\_\_\_\_\_  
Applicant's Signature

**TO BE COMPLETED BY REFERENCE:**

- I have known the above applicant for \_\_\_\_\_ years.
- I know the applicant is or was engaged in engineering for \_\_\_\_\_ years at \_\_\_\_\_ (name of company)
- I know the applicant has been in an increasing level of responsibility of engineering for \_\_\_\_\_ years.
- Please comment on the applicant's engineering work as indicated in question #3 for the above outlined time frame as to:
  - Experience: \_\_\_\_\_
  - Ability: \_\_\_\_\_
  - Competency: \_\_\_\_\_
- What is your opinion of the applicant's personal integrity and reputation? \_\_\_\_\_
- Would you employ applicant in a position of trust?  Yes  No

To the best of my knowledge, the above is true and correct.

Licensed Professional Engineer

State(s) of Licensure: \_\_\_\_\_

Signature: \_\_\_\_\_

Date and Title/Position: \_\_\_\_\_

**PE Seal required (see instructions)**



**61G15-21.007 Re-examination.**

If an applicant fails three times to pass the examination, the applicant must take additional courses in order to reapply for examination. The applicant may either:

(1) ~~The applicant must~~ submit to the Board of Professional Engineers transcripts for the enrollment and completion of twelve (12) college credit hours, with grades no lower than a “C” or its equivalent, of college level courses in the applicant’s area of deficiency. For applicants to take Part I of the engineer examination, such additional courses shall be undergraduate college courses in higher mathematics, basic sciences or engineering as described in paragraphs 61G15-20.007(1)(a), (b) and (c), F.A.C. For applicants to take Part II of the engineer examination, such additional courses shall be upper level or higher courses in engineering, as defined in paragraph 61G15-20.007(1)(c), F.A.C.; or

(2) Submit evidence of completion of one of the following board approved examination review courses offered by:

(a) Schools with an ABET approved engineering program;

(b) Kaplan Engineering Education;

(c) School of PE;

(d) Testmasters Educational Services, Inc.;

(e) SmartPros, Ltd.;

(f) Professional Publications, Inc.; or

(g) State and National Engineering Professional Associations approved by the Board.

The applicant must take a review course that covers content for the examination in the discipline which the applicant intends to take.

*Specific Authority 455.217(2) FS. Law Implemented 455.217(2), 471.011, 471.013, 471.015 FS. History—New 1-8-80, Amended 8-25-81, Formerly 21H-21.07, 21H-21.007, Amended 2-14-95, 5-22-01, 12-10-02, 2-3-05, 4-10-08.*

**CHAPTER 61G15-22**  
**LICENSE RENEWAL, CONTINUING EDUCATION**

61G15-22.0001	Renewal of Active Licenses
61G15-22.0002	Renewal of Inactive Licenses
61G15-22.0003	Exemption from Renewal Requirements for Spouses of Members of the Armed Forces of the United States
61G15-22.001	Continuing Education Requirements
61G15-22.002	Definitions
61G15-22.003	Qualifying Activities for Area of Practice Requirement
61G15-22.004	Conversion of Education Units to PDH
61G15-22.005	Non-Qualifying Activities
61G15-22.006	Demonstrating Compliance
61G15-22.007	Noncompliance (Repealed)
61G15-22.008	Record Keeping
61G15-22.009	Exemptions
61G15-22.010	Qualifying Activities for Laws and Rules Requirement
61G15-22.0105	Approval of Continuing Education Courses in Laws and Rules
61G15-22.011	Board Approval of Continuing Education Providers
61G15-22.012	Obligations of Continuing Education Providers
61G15-22.013	Evaluation of Providers
61G15-22.014	Duration of Provider Status

**61G15-22.0001 Renewal of Active Licenses.**

To renew an active license, the licensee must remit to FEMC the biennial renewal licensure fee for active licenses, and a statement certifying that the licensee has completed the eighteen (18) ~~eight (8)~~ hours of approved continuing education which were required during the last biennium.

*Rulemaking Authority 471.017(2) FS. Law Implemented 471.017(2) FS. History--New 8-1-02.*

**61G15-22.0002 Renewal of Inactive Licenses.**

To maintain an inactive license on inactive status, the licensee must remit the biennial renewal fee for inactive status to FEMC and a statement certifying that the licensee has neither practiced engineering nor violated any of the provisions of Section 471.033, F.S., since the date on which the license was first placed on inactive status.

*Rulemaking Authority 471.017(2) FS. Law Implemented 471.017(2) FS. History--New 8-1-02.*

**61G15-22.0003 Exemption from Renewal Requirements for Spouses of Members of the Armed Forces of the United States.**

Spouses of members of the Armed Forces of the United States are exempt from licensure renewal provisions, but only in cases of absence from the state because of their spouses' duties with the Armed Forces. Copies of the military orders requiring the change in duty station must be sent to the Board office in order to qualify for the exemption. Upon receipt of the military orders by the Board office confirming exemption eligibility, the spouse's license will be placed on inactive status with no fee required. Reactivation of the inactive license will not require payment of the fee set forth in paragraph 61G15-24.001(2)(m), F.A.C. The license will remain in inactive status for up to two renewal cycles at which time the licensee must either renew this exemption, before expiration, by submitting a current set of orders establishing eligibility for the exemption or reactivate the license. The licensee may reactivate the license by submitting an application for change of status from inactive to active and will not be required to pay the fee set forth in paragraph 61G15-24.001(2)(l), F.A.C., nor be required to comply with any rules setting conditions for reactivation of licensure, including continuing education requirements imposed by Section 455.271(10), F.S. If a license is not reactivated nor the exemption renewed by the expiration date, the license shall become delinquent. Reactivation of the delinquent license will not require payment of the fee set forth in paragraph 61G15-24.001(2)(f), F.A.C.

*Rulemaking Authority 455.02(2) FS. Law Implemented 455.02(2) FS. History--New 6-8-03.*

### **61G15-22.001 Continuing Education Requirements.**

(1) Each licensee shall complete eighteen (18) continuing education hours ~~eight professional development hours~~ during each license renewal biennium as a condition of license renewal. Four hours shall relate to the licensee's area(s) of practice; one (1) hour ~~hour~~ must be related to professional ethics; and one (1) hour ~~four hours~~ shall relate to Chapter 471, F.S., and the rules of the Board. ~~Chapter 61G15-22, F.A.C. The remaining hours may relate to any topic pertinent to the practice of engineering.~~

(2) There shall be no carryover of hours permitted from one licensure renewal biennium to the next.

(3) Beginning with the Fifth Edition of the Florida Building Code, all licensees actively participating in the design of engineering works or systems in connection with buildings, structures, or facilities and systems covered by the Florida Building Code, as identified within Section 553.73(1)(a), F.S., shall:

(a) Complete at least one advanced Florida Building Code course within 12 months of each edition of the Florida Building Code effective date,

(b) Provide the Board with a copy of a certificate of completion which shows: course number, course hours, Code edition year, and Code or course focus. This course may also count towards the area of practice requirement for continuing education set forth in Rule 61G15-22.001, F.A.C.

(4) The Board shall approve all Advanced Florida Building Code courses. Courses submitted for approval shall have been designated an "Advanced" course by the Florida Building Commission and shall be within the discipline of civil structure, mechanical, electrical or general engineering.

*Rulemaking Authority 455.2177, 471.008, 471.017(3), 471.019, 471.0195 FS. Law Implemented 455.2177, 471.017(3), 471.019, 471.0195 FS. History—New 8-19-80, Formerly 21H-22.01, Amended 5-14-86, Formerly 21H-22.001, Amended 6-22-99, 6-13-00, 2-22-01, 9-16-01, 3-7-13, 9-29-14.*

### **61G15-22.002 Definitions.**

(1) Area of Practice: An engineering discipline for which a Principles and Practice of Engineering examination is offered by the National Council for Examiners of Engineering and Surveying (NCEES).

(2) Continuing Education Professional Development Hour (PDH): A time measurement requiring a minimum of 50 minutes instruction or presentation per hour. The continuing education hour PDH is the common denominator for other units of credit.

~~(3) Continuing Education Unit (CEU): Unit of credit customarily used for continuing education courses. One continuing education unit equals 10 hours of class in an approved continuing education course.~~

(4) College/Unit Semester/Quarter Hour: Credit for course in ABET-approved programs or other related engineering college course.

(5) Course/Activity: Any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee's area of practice.

(6) Commercial educator: An individual or business organization trained in teaching and offering education courses for a profit.

(7) Vendor: An individual or business organization who sells products or services related to an engineering area of practice.

*Rulemaking Authority 455.213(6), 455.2177, 455.2178, 455.2179, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008 FS. History—New 9-16-01, Amended 8-1-02, 7-30-03.*

### **61G15-22.003 Qualifying Activities for Area of Practice Requirement.**

(1) Successful completion of college courses.

(2) Successful completion of continuing education courses, successful completion of correspondence, televised, Internet, videotaped, and other short courses/tutorials or attending seminars (including in-house seminars at an engineering firm), workshops, or professional and technical presentations at meetings, conventions or conferences presented/sponsored by a provider or vendor with specific knowledge related to the licensee's area of practice approved under Rule 61G15-22.011, F.A.C.

(3) Teaching or instructing in subsection (1) or (2) above. However, teaching credit is valid for teaching a course or seminar for the first time only. Teaching credit does not apply to full-time faculty.

(4) Authoring published papers, articles, books, or accepted licensee examination items for NCEES.

(5) Patents.

(6) Active participation in professional or technical societies. Civic or trade organizations do not qualify under this provision.

Credit for this activity requires that the licensee serve as an officer of the organization. **PDH Continuing Education hour** credits are not earned until the end of each year of completed service.

*Rulemaking Authority 455.213(6), 455.2177, 455.2178, 455.2179, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History—New 9-16-01, Amended 5-14-06.*

#### **61G15-22.004 Conversion of Education Units to Continuing Education Hours PDH.**

- (1) One (1) college or unit semester hour credit is equal to 15 continuing education hours PDH.
- (2) One (1) college or unit quarter hour credit is equal to 10 continuing education hours PDH.
- (3) One (1) continuing education unit is equal to 10 continuing education hours PDH.
- (4) One (1) contact hour of professional development in course work, seminars including in-house seminars at an engineering firm), or professional or technical presentations made at meetings, conventions, or conferences is equal to 1 continuing education hour PDH or, if teaching, 2 continuing education hours PDH.
- (5) Each published paper, article, or book is equal to 10 continuing education hours PDH.
- (6) Authoring accepted licensee examination items for NCEES is equal to 2 continuing education hours PDH.
- (7) Each patent is equal to 10 continuing education hours PDH.
- (8) Active participation in professional and technical societies as described in subsection 61G15-22.003(6), F.A.C. Each hour of participation is equal to 1 continuing education hour PDH, with a maximum credit of 2 continuing education hours PDH for each organization. *Rulemaking Authority 455.213(6), 455.2178, 455.2179, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History—New 9-16-01.*

#### **61G15-22.005 Non-Qualifying Activities.**

Activities that do not qualify as **Professional Development** **Continuing Education** Hours include but are not limited to the following:

- (1) Self-generated courses, that being courses generated and presented by the licensee to himself or herself for continuing education credit.
- (2) Personal self-improvement courses.
- (3) Equipment demonstrations or trade show displays.
- (4) Enrollment without attendance.
- (5) Repetitive attendance or teaching of the same course.
- (6) Tours of buildings, structures, schools, museums and such unless there is a clear objective to maintain and strengthen competency in a technical field.
- (7) Regular employment.
- (8) Personal, estate or financial planning.
- (9) Courses the content of which is below the level of knowledge and skill that reflects the responsibility of engineer in charge.

*Rulemaking Authority 455.213(6), 455.2178, 455.2179, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History—New 9-16-01, Amended 6-3-07.*

#### **61G15-22.006 Demonstrating Compliance.**

(1) In order to demonstrate compliance, licensees must attest to completion of the continuing education requirements upon licensure renewal. The Board will audit at random a number of licensees as is necessary to assure that the continuing education requirements are met.

(2) The licensee shall retain such receipts, vouchers, certificates, or other papers as may be necessary to document completion of the continuing education pursuant to an audit for four years from the date of completion of the continuing education activity. In addition, the Board shall use attendance information submitted by the provider to determine whether licensees can demonstrate compliance.

*Rulemaking Authority 455.213(6), 455.2178, 455.2179, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History—New 9-16-01, Amended 7-13-04, 8-20-12.*

### **61G15-22.007 Noncompliance.**

*Rulemaking Authority 455.213(6), 455.2178, 455.2179, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017, 471.019 FS. History—New 9-16-01, Repealed 2-2-12.*

### **61G15-22.008 Record Keeping.**

It is the licensee's responsibility to maintain sufficient records to demonstrate completion of continuing education requirements ~~qualifying professional development hours~~ for at least two licensure cycles (four years).

*Rulemaking Authority 455.213(6), 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History—New 9-16-01.*

### **61G15-22.009 Exemptions.**

(1) New licensees who have achieved licensure by examination, pursuant to Section 471.013, F.S., shall be exempt for their first renewal period.

(2) Any licensee whose license is placed in retired status shall be exempt thereafter.

(3) Any licensee whose license is placed in inactive status, for so long as it remains inactive.

*Rulemaking Authority 455.213(6), 455.2178, 455.2179, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History—New 9-16-01.*

### **61G15-22.010 Qualifying Activities for Laws and Rules Requirements.**

(1) In order to comply with the provisions of Section 471.017(3), F.S., licensees shall demonstrate professional competency relative to Chapter 471, F.S., and the Board's rules, by:

(a) Either completing a continuing education course, as detailed in subsection (2) below,

(b) By serving as a board member, as detailed in subsection (3) below, or

(c) By approval of the Board as a consulting engineer providing assistance to the Board in the performance of its duties, as detailed in subsection (4) below.

(2) Successful completion of a course of continuing education for laws and rules of the Board which must consist of a minimum of one (1) continuing education hour ~~four (4) PDH's~~ in laws and rules of the Board.

(3) Members of the Board of Professional Engineers shall receive the laws and rules and ethics requirements set forth in Section 471.017(3)(a), F.S. ~~four (4) PDH's in laws and rules of the Board~~ for their service as board members.

(4) All consultant engineers used by the Board in the resolution of Board business, including rule making and prosecution of discipline cases and complaints, shall receive credit for the ~~four (4) PDH's in~~ laws and rules of the Board requirement by specific approval of the Board of a written list of such consultants during each biennium.

(5) Service as a member of the legislature or as an elected state or local official shall meet the laws and rules and ethics requirements set forth in Section 471.017(3)(a), F.S.

*Rulemaking Authority 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History—New 9-16-01, Amended 9-4-02, 1-16-03, 8-10-09.*

### **61G15-22.0105 Approval of Continuing Education Courses in Laws and Rules.**

Each course provider approved by the Board to conduct courses in Florida Laws and Rules must meet the requirements of Rule 61G15-22.011, F.A.C., and shall submit an application for approval of a continuing education course in Laws and Rules. The application shall be submitted on the course approval application provided by the Board and shall include the following:

(1) Course materials, including the course syllabus and a detailed outline of the contents of the course;

(2) The total number of classroom or interactive distance learning professional development hours; and

(3) Course content that includes:

(a) Rules adopted, amended or repealed during the immediately preceding biennium;

(b) Changes to Chapters 455 and 471, F.S., made by the legislature during the preceding biennium;

~~(c) Case law concerning Chapter 471, F.S.; (\*\*signing and sealing, responsibility rules, certification?\*\*)~~

(d) A list of resources used to develop the course content;

(e) Application of the provisions of Chapter 471, F.S., to individual disciplinary cases and unlicensed practice cases during the immediately preceding biennium.

(4) Qualifications of the instructor(s), including a curriculum vitae of the instructor(s), which must demonstrate knowledge of the subject matter and one of the following:

- (a) Licensure as a professional engineer;
- (b) Licensure as an attorney in the State of Florida.

(5) A provider making application to offer interactive distance learning must also submit documents indicating the following:

(a) The means by which the course will demonstrate the ability to interact between the student and course provider by providing answers to inquiries within two business days. The interaction must promote student involvement, and demonstrate that the course measures learning and addresses comprehension of content at regular intervals;

(b) The means by which the course provider is able to monitor student enrollment, participation and course completion;

(c) The means by which the course provider will be able to satisfactorily demonstrate that stated course hours are consistent with the actual hours spent by each student to complete the course;

(d) The means by which the provider will assure qualified instructor(s) will be available to answer questions and provide students with necessary support during the duration of the course; and

(e) That the student will be required to complete a statement that indicates that he/she personally completed each module/session of instruction.

(6) Continuing education course approval is valid for the biennium during which it was approved, provided no substantial change is made in the course and the approval status of the provider has not expired or been suspended or revoked. Substantial changes made in any course will require a new approval of that course. A provider must reapply for course approval ninety (90) days prior to the date of the end of the biennium which would be the expiration of course approval in order to prevent a lapse in course approval.

(7) If a course is approved, the board shall assign the course a number. The course provider shall use the course number in the course syllabus, in all other course materials used in connection with the course and in all written advertising materials used in connection with the course.

*Rulemaking Authority 455.2123, 455.213, 455.2179, 471.017(3), 471.019 FS. Law Implemented 455.2123, 455.213, 455.2179, 471.017(3), 471.019 FS. History--New 4-8-07, Amended 4-28-08.*

#### **61G15-22.011 Board Approval of Continuing Education Providers.**

(1) Applicants for continuing education provider status must either be registered as a continuing education provider with the Registered Continuing Education Program (RCEP) of the American Counsel of Engineering Companies (ECAC) National Council for Examiners of Engineering and Surveying (NCEES) or meet the requirements of subsection (2) of this rule to demonstrate the education and/or the experience necessary to instruct professional engineers in the conduct of their practice.

(2) To demonstrate the education and/or the experience necessary to instruct professional engineers in the conduct of their practice for continuing education credit, an applicant for continuing education provider status must be a regionally accredited educational institution, a commercial educator, a governmental agency, a local state or national professional association whose primary purpose is to promote the profession of engineering, an engineer with a Florida license to practice engineering who is not under disciplinary restrictions pursuant to any order of the Board, a vendor with specific knowledge related to the licensee's area of practice, or an engineering firm that possesses an active certificate of authorization issued by the Board pursuant to Section 471.023, F.S.

(3) To allow the Board to evaluate an application for continuing education provider status, the applicant must submit the following:

(a) The name, address and telephone number of the prospective provider; and

(b) Proof of registration as continuing education provider with NCEES, or if the applicant is not registered as a continuing education provider with NCEES, the applicant must submit the following:

1. A description of the type of courses or seminars the provider expects to conduct for credit;
2. A description of the staffing capability of the applicant;
3. A sample of intended course materials;
4. A list of anticipated locations to conduct the courses;

5. A complete course curriculum for each course the applicant intends to offer;
6. A description of the means the applicant will use to update the course in response to rule or law changes;
7. A description of the means the applicant will use to evaluate the licensee's performance in the course;
8. A fee of \$250.

(4) No engineer may conduct continuing education courses or seminars for credit upon the engineer's receipt of any disciplinary order from any professional regulatory board in any jurisdiction. Rather, the engineer must notify the Board office within ten (10) days of the engineer's receipt of any such order.

(5) Should the Board determine that the provider has failed to provide appropriate continuing education services, it shall request that the Department of Business and Professional Regulation issue an order requiring the provider cease and desist from offering any continuing education courses and shall request that the Department revoke any approval of the provider granted by the Board.

(6) No provider may allow an engineer to conduct any course or seminar offered by the provider if that engineer has been disciplined and has not been released from the terms of the final order in the disciplinary case. Upon receipt of notice that an instructor is under discipline, the provider shall, within seven (7) days, write to the Board office and confirm that the engineer is no longer conducting any course or seminar offered by the provider. For the purpose of this subsection, a letter of guidance or a reprimand shall not constitute "under discipline."

(7) The Board retains the right and authority to audit and/or monitor programs and review records and course materials given by any provider approved pursuant to this rule. The Board shall request that the Department of Business and Professional Regulation revoke the approved status of the provider or reject individual programs given by a provider if the provider disseminated any false or misleading information in connection with the continuing education programs, or if the provider fails to conform to and abide by the rules of the Board. Licensees will not lose credit for attending courses offered by approved providers that are later rejected or stopped by the Board.

(8) Members of the Board of Professional Engineers or the Florida Engineers Management Corporation Board of Directors are prohibited from being a continuing education provider.

(9) The following providers shall be approved as providers, and the Board shall accept their courses for continuing education credit:

- (a) Educational Institutions teaching college level courses;
- (b) Federal, **and** State **and Local** Governmental Agencies that establish rules, regulations, guidelines, or otherwise have an impact on the practice of engineering; and
- (c) **Local**, State and National Engineering Professional Associations approved by the Board.

*Rulemaking Authority 455.213(6), 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History—New 9-16-01, Amended 9-4-02, 12-21-03, 8-8-05, 6-11-06, 1-29-07, 6-3-07, 8-10-09, 7-8-10.*

### **61G15-22.012 Obligations of Continuing Education Providers.**

To maintain status as a continuing education provider, the provider must:

- (1) Provide courses or seminars designed to enhance the education of engineers in the practice of engineering;
- (2) Require each licensee to complete the entire course or seminar in order to receive a certificate of completion;
- (3) Furnish each participant with an individual certificate of attendance. An attendance record shall be maintained by the provider for four years and shall be available for inspection by the Board and the Florida Engineers Management Corporation. ~~Providers must electronically provide to the Florida Engineers Management Corporation a list of attendees taking a course within five (5) business days of the completion of the course. The list shall include the provider's name, the name and license number of the attendee, the date the course was completed, the course number and the total number of professional development hours successfully completed. All information or documentation, including electronic course rosters, submitted to the Board or to FEMC shall be submitted in a format acceptable to the Board and to FEMC. Failure to comply with time and form requirements will result in disciplinary action taken against the provider. If the instructor is receiving credit as set forth in subsection 61G15-22.003(3), F.A.C., the instructor shall be listed with the same information required above.~~ Providers shall maintain security of attendance records and certificates. For correspondence study courses, the provider must electronically supply the list of those individuals successfully completing the course by the fifth of the month following the calendar month in which the provider received documentation and was able to determine the successful completion of the course by the individual.
- (4) Ensure that all promotional material for courses or seminars offered to professional engineers for credit contain the provider

number.

(5) Allow only one PDH for each hour of classroom, audio or video instruction, an “hour of classroom, audio or video instruction” being a minimum of 50 minutes instruction or presentation.

(6) Allow only one PDH for each “hour of correspondence study.” The “hour of correspondence study” must be based on the average completion time of each course as established by the provider.

(7) Provide a written examination to each participating licensee in correspondence study courses. In order to complete the course, the licensee must sign and date the examination and receive a minimum grade of seventy percent (70%). If a licensee fails the examination, they will be permitted to take the examination again in order to achieve a passing grade.

(8) Notify the Board within fourteen (14) days of any change in the address or telephone number of the provider.

(9) Allow FEMC’s and the Board’s designee to have access to information concerning courses or seminars conducted by the provider for continuing education credit.

*Rulemaking Authority 455.213(6), 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History–New 9-16-01.*

#### **61G15-22.013 Evaluation of Providers.**

(1) The Board, or its designee, reserves the right to evaluate continuing education courses or seminars offered to engineers for credit by the following methods:

(a) Observing such courses or seminars; and

(b) Reviewing the files of the provider to gain information about any course or seminar offered to professional engineers for credit.

(2) The Board shall not revoke the continuing education credit given to any professional engineer for completion of any continuing education course or seminar about which the professional engineer registers a complaint with the Board.

*Rulemaking Authority 455.213(6), 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History–New 9-16-01.*

#### **61G15-22.014 Duration of Provider Status.**

(1) Continuing education providers are approved only for the biennium during which they applied and must reapply for provider status at the beginning of each biennium. The biennium for continuing education providers ends on May 31st of each odd-numbered year.

(2) A provider must reapply for approval ninety (90) days prior to the date of expiration of provider status in order to prevent a lapse in provider status.

*Rulemaking Authority 455.213(6), 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. Law Implemented 455.213(6), 455.2177, 455.2178, 455.2179, 471.008, 471.017(3), 471.019 FS. History–New 9-16-01.*



## Rebecca Sammons

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**From:** Dennis Barton <dennis.barton@engineereducators.com>  
**Sent:** Wednesday, January 07, 2015 10:07 AM  
**To:** Board  
**Cc:** 'Michael Flury'  
**Subject:** Proposed Rules on Continuing Education

### Members of the Florida Board of Professional Engineers

It is my understanding that the Board is currently considering changes to 61G15-22 F.A.C to accommodate statutory changes to Chapter 471 F.S. relating to continuing education requirements.

For your consideration I would like to offer the following comments:

Changes in Chapter 471 F.S. reduced the number of required PDHs on the subject of the Florida law and Rules from the previous four hours to one hour and that change is properly reflected in proposed changes to Chapter 61G15-22.010 F.A.C. However, there are no proposed changes to 61G15-22.0105 F.A.C. "Approval of Continuing Education Courses in Law and Rules".

I suggest that you may not want to retain 22.0105. My rationale that the provision is not needed is that there does not appear to be a good reason to single out the course on the Florida Law and Rules for approval when the Board does not approve or even review other courses more substantive relative to the practice of engineering. In addition, as precedent, there are numerous other jurisdictions that require a course on the law regulating the engineering profession but no other jurisdiction requires their courses to be approved.

I suggest that this provision was adopted when the Board was new to the requirement of continuing education in general, and the Florida Law and Rules specifically, and many years of experience has proven approval of the course unnecessary. At the very least the Board should look closely at what the rule requires of the content of the course. When the course was required to be four hours in duration it was possible to cover the numerous topics required of 22-0105(3)(a)-(e), however covering those subjects in the new one hour requirement simply is not possible.

As an approved provider and as an approved provider that has offered approved courses on the Florida Law and Rules since continuing education has been required I offer these suggestions on first-hand experience and hope give them serious consideration.

Dennis Barton  
Engineer Educators  
Approved provider 0003330  
Florida Law and Rules Approved Course 0000003

## **Task:**

**Propose modifications to the rule so as to provide direction and examples of how to use and apply digital seals to “Final Documents”**

## **Current Organization of CHAPTER 61G15-23 SEALS**

### **61G15-23.001 Seals Acceptable to the Board.**

- (1) Forms of seals which are acceptable to the Board
- (2) Embossing impression, permanent ink and computer generated representations

### **61G15-23.002 Seal, Signature and Date Shall Be Affixed.**

- (1) A professional engineer shall sign by hand and affix the licensee’s seal to:
  - (2) Index sheet
  - (3) Title blocks
  - (4) Engineers working for local, State or Federal Government agencies
- (5) A professional engineer may only seal:
- (6) A professional engineer shall not seal:
- (7) A professional engineer shall not seal:
- (8) Electronically transmitted plans

### **61G15-23.003 Procedures for Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.**

- (1) Engineering work may be signed electronically or digitally
- (2) A professional engineer utilizing a digital signature to seal engineering work
- (3) A professional engineer utilizing an electronic signature to seal engineering work
- (4) A professional engineer signing and sealing a document in electronic form

## **Proposed Organization CHAPTER 61G15-23 SEALS**

### 61G15-23.001 Signature, Date and Seal Shall Be Affixed

- (1) A professional engineer shall sign, date and seal
- (2) Plans and Prints
- (3) Engineering Specification and Calculations
- (4) Engineering Reports or Other Documents
- (5) The date that the signature and seal is affixed
- (6) Professional engineers working for local, State or Federal government agencies
- (7) A professional engineer may only sign, date and seal
- (8) A professional engineer shall not sign, date and seal

### 61G15-23.002 Seals Acceptable to the Board

- (1) Only the following seals are authorized to be used
- (2) Wet Seals, Embossing Seals and Digitally Created Seals

### 61G15-23.003 Procedures for Physically Signing and Sealing Plans, Specifications, Reports or Other Documents

- (1) Engineering plans, specifications, reports or other documents

### 61G15-23.004 Procedures for Digitally Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents

- (1) Engineering plans, specifications, reports or other documents
- (2) A professional engineer utilizing a digital signature
- (3) The affixing of a digital signature

### 61G15-23.005 Procedures for Electronically Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents

- (1) Engineering plans, specifications, reports or other documents
- (2) A professional engineer utilizing an electronic signature
- (3) The affixing of an electronic signature

**CHAPTER 61G15-23**  
**(Proposed Language w/ Markups & Commentary)**

**SEALS**

**61G15-23.0021 Seal, Signature and Date and Seal Shall Be Affixed.**

(1) A professional engineer shall sign ~~by hand the licensee's handwritten signature (facsimiles are not acceptable)~~ and affix the licensee's date and seal:

(a) ~~To a~~ All final drawings, specifications, plans, prints, specifications, reports, or other documents prepared or issued by the licensee and being filed for public record; ~~and~~

(b) ~~To a~~ All final documents provided to the owner or the owner's representative; and

~~(c) In addition, the date that the signature and seal is affixed as provided herein shall be entered on said plans, specifications, reports, or other documents immediately adjacent to the signature of the professional engineer;~~

~~(dc) In order to comply with the requirements of this rule, a licensee is not required to seal, sign and date documents other than those referenced in paragraph (a) or (b). This provision does not obviate any~~ All documents requirement of required by any public entity or any provision of contract which ~~may requires~~ the sealing, signing, and dating and sealing of additional original documents.

(2)(a) Plans and Prints: When an engineer must sign, date and seal plans or prints under the provisions of Section 471.025, F.S., and subsection (1) of this rule, Every sheet of within the plans and prints which must be sealed under the provisions of Chapter 471, F.S., shall be sealed, signed and, dated and sealed by the professional engineer in responsible charge.

(a) A title block shall be used on each sheet of plans or prints and shall contain the printed name, address, and license number of the engineer who has signed, dated and sealed the plans or prints.

(b) If the engineer signing, dating and sealing engineering plans or prints is practicing through a duly authorized engineering business; the title block shall contain the printed name, address and certificate of authorization number of the engineering business.

(b3) Engineering Specifications and Calculations: When an engineer must seal, sign and, date and seal engineering specifications or calculations under the provisions of Section 471.025, F.S., and subsection (1) of this rule, an index sheet for engineering specifications and calculations may shall be used and shall be signed, dated and sealed by each professional engineer who is in responsible charge of any portion of the engineering specifications or calculations.

(a) The index sheet must be signed, sealed and dated and sealed by those professional engineers in responsible charge of the production and preparation of each section of the engineering specifications or calculations, with sufficient information on the index sheet so that the user will be aware of each portion of the specifications or calculations for which each professional engineer is responsible. In addition, t

(b) The index sheet shall include at a minimum:

1. The printed name, address and license number of each engineer in responsible charge of the production of any portion of the calculations or specifications.

2. If the engineer signing, dating and sealing calculations or specifications is practicing through a duly authorized engineering business; the printed name, address and certificate of authorization number of the engineering business.

23. Identification of the project, by address or by lot number, block number, section or subdivision and city or county.

**Comment [WCB1]:** This section was modified to include electronically transmitted documents

**Comment [WCB2]:** This item was moved to 61G15-23.003(1)

**Comment [WCB3]:** All references to documents were standardized to: *plans, prints, specifications, reports or other documents*

**Comment [WCB4]:** This item was moved to 61G15-23.001(5)

**Comment [WCB5]:** This item was reworded so as to fit with the two previous items (a) and (b)

**Comment [WCB6]:** All references to sealing were standardized to: *Signed, Dated and Sealed*

**Comment [WCB7]:** Modified to match the other items within this section

**Comment [WCB8]:** Copied from 61G15-23.002(3)(c) to match the other items within this section

**Comment [WCB9]:** Modified to match the other items within this section

**Comment [WCB10]:** Copied from 61G15-23.002(3)(c) to match the other items within this section

~~34.~~ Identification of the applicable building code and chapter(s) that the design is intended to meet.

~~45.~~ Identification of any computer program used for engineering the specifications or calculations.

~~(e4) Engineering reports which must be signed, sealed and dated~~ **Engineering Reports or Other Documents: When an engineer must and seal engineering reports or other documents** under the provisions of Section 471.025, F.S., and subsection (1) of this rule, ~~shall be sealed, signed and dated by utilizing a signature page or cover letter~~ **shall be used and shall be that is sealed, signed and, dated and sealed** by each professional engineer who is in responsible charge of any portion of the report **with sufficient information provided so that the user will be aware of each portion for which each professional engineer is responsible.**

~~(a) If the engineer signing, dating and sealing an engineering report or other document is practicing through a duly authorized engineering business, the printed name, address and certificate of authorization number of the engineering business shall be placed on the signature page or cover letter.~~

~~(3)(a) A title block shall be used on each sheet of plans or prints and shall contain the printed name, address, and license number of the engineer who has sealed, signed and dated the plans or prints.~~

~~(b) If the engineer sealing, signing and dating engineering plans or prints is practicing through a duly authorized engineering business, the title block required by paragraph (2)(a) shall contain the name, address and certificate of authorization number of the engineering business.~~

~~(c) If the licensee(s) sealing signing and dating engineering specifications, calculations or reports is practicing through a duly authorized engineering business, the name, address and certificate of authorization number of the engineering business shall be placed on the index sheet, signature page or cover letter incorporated into or accompanying all engineering specifications, calculations or reports.~~

~~(5) The date that the signature and seal is affixed as provided herein shall be entered on said plans, prints, specifications, reports or other documents immediately adjacent to the signature of the professional engineer.~~

~~(46) Professional E~~ngineers working for local, State or Federal Government agencies shall legibly indicate their name and license number, and shall indicate the name and address of the agency on all documents that are required to be ~~sealed, signed and, dated~~ **and sealed.**

~~(57) A professional engineer may only sign, date and seal an engineering report, plans, prints, or specifications, reports or other documents if that professional engineer was in responsible charge, as that term is defined in subsection 61G15-18.011(1), F.A.C., of the preparation and production of the engineering document and the professional engineer has the expertise in the engineering discipline used in producing the engineering document(s) in question.~~

~~(6) A professional engineer shall not seal original documents made of mylar, linen, sepiia or other materials which can be changed by the entity with whom such document(s) are filed unless the professional engineer accompanies such document(s) with a signed and sealed letter making the receiver aware that copies of the original document as designed by the professional engineer have been retained by the professional engineer and that the professional engineer will not be responsible for any subsequent changes to the reproducible original documents.~~

~~(78) A professional engineer shall not sign, date and seal plans, reports or other any documents which are not final documents unless the professional engineer clearly notes any limitations on the use of the those documents or plans on the face of the those documents or plans, by using terms such as "Preliminary," "For Review Only," "Not for Construction," or any other suitable statement which denotes that the documents are for limited use, are not final and are not intended for permit, construction, or bidding purposes.~~

Comment [WCB11]: Modified to match the other items within this section

Comment [WCB12]: Copied from 61G15-23.002(3)(c) to match the other items within this section

Comment [WCB13]: Moved to 61G15-23.001(2)(a) & (b)

Comment [WCB14]: Moved to 61G15-23.001(3)(c) & (4)(a)

Comment [WCB15]: This item was moved here from 61G15-23.002(1)(b)

Comment [WCB16]: Removed because it was outdated and no longer applicable

(8) Engineers who wish to sign and seal electronically transmitted plans, specifications, reports, final bid documents, or other documents shall follow the procedures set forth in Rule 61G15-23.003, F.A.C.

Comment [WCB17]: Removed because it was redundant

**61G15-23.002 Seals Acceptable to the Board.**

(1) Pursuant to Section 471.025, F.S., the Board hereby establishes as indicated below the forms of Only the following seals which are acceptable to the Board: authorized to be used pursuant to Section 471.025, F.S.:

Comment [WCB18]: Reworded

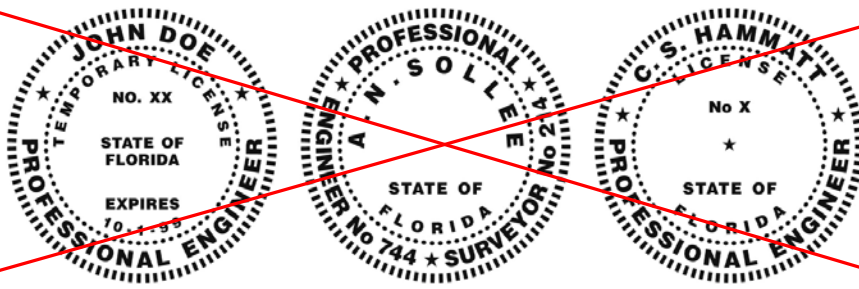
(a) Wet Seals: A Wet Seal is any seal physically applied to a printed document capable of leaving a permanent ink representation or other form of opaque and permanent impression on the printed document which contains the information described herein is acceptable to the Board. that complies with Rule 61G15-23.002(2), F.A.C.

Comment [WCB19]: Define a "Wet Seal"

(b) Said seal shall be a minimum of 1 7/8 inches in diameter and shall be of a design similar to those set forth below. Embossing Seals: An Embossing Seal is any seal physically applied to a printed document capable of leaving a permanent crimped representation or other form of permanent raised impression on the printed document that complies with Rule 61G15-23.002(2), F.A.C., or

Comment [WCB20]: This item was moved to 61G15-23.002(2)

Comment [WCB21]: Define an "Embossing Seal"



(c) The type of seal in the center may be used only by registrants who are in good standing under both Chapters 471 and 472, F.S. Digitally Created Seals: A Digitally Created Seal is any seal created as part of the document and not physically applied that is an opaque permanent representation that complies with Rule 61G15-23.002(2), F.A.C. when the document is printed in its native full size.

Comment [WCB22]: This item was moved to 61G15-23.002(2)(c)

Comment [WCB23]: Define a "Digitally Created Seal"

(d) The seal may contain an abbreviated form of the licensee's given name or a combination of initials representing the licensee's given name provided the surname listed with the Board appears on the seal and in the signature:

Comment [WCB24]: This item was moved to 61G15-23.002(2)(d)

(2) Embossing impression seals which do not provide an opaque and permanent impression or permanent ink representation and computer generated seals which otherwise comply with these provisions are also acceptable to the Board. Wet Seals, Embossing Seals and Digitally Created Seals shall be a minimum of 1-7/8 inches in diameter and shall be of a design similar to those set forth in (a), (b) and (c) below.

Comment [WCB25]: This was used to define a "Digitally Created Seal"

(a) The seal must contain the licensee's given name, the licensee's license number immediately preceded by the designation "No", the words "PROFESSIONAL ENGINEER" and the words "STATE OF FLORIDA" similar to that depicted here:

Comment [WCB26]: This was reworded so as to include all types of seals and to provide guidance on what is to be included on the seal



(b) If the seal is for a temporary license it must also contain the words "TEMPORARY LICENSE" and the date that the license expires in the form of "Month – Day – Year" immediately preceded by the word "EXPIRES" similar to that depicted here:



(c) For licensees who are in good standing under both Chapters 471 and 472, F.S., a seal similar to that depicted here may be used:



(d) Seals may contain an abbreviated form of the licensee's given name or a combination of initials representing the licensee's given name provided the surname listed with the Board appears on the seal and in the signature.

**Comment [WCB27]:** This text was created so as to provide guidance on what is to be included on a temporary seal

**Comment [WCB28]:** This text was created so as to provide guidance on what is to be included on a combination engineering and surveying seal

**Comment [WCB29]:** This was moved here from 61G15-23.001(1)(d)



**61G15-23.003 Procedures for Physically Signing and Sealing Plans, Specifications, Reports or Other Documents.**

(1) Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of Section 471.025, F.S., and Rule 61G15-23.001, F.A.C. may be physically signed, dated and sealed as provided herein by the professional engineer in responsible charge.

(a) The licensee shall create by hand an original of the licensee's signature on each page required to be sealed. A scanned, facsimile, digitally created or copied image of the licensee's signature shall not be used.

(b) The licensee must then use either a Wet Seal or an Embossing Seal placed partially atop the licensee's signature on each page required to be sealed. The placement of the seal shall not render the signature illegible. A digitally created seal is not to be used when physically signing, dating and sealing.

Comment [WCB30]: This was created for Physically signing and sealing

Comment [WCB31]: Created to match the previously created section on electronic sign, dating and sealing

Comment [WCB32]: This item was moved here from 61G15-23.002(1)

Comment [WCB33]: This item was borrowed from Texas

**61G15-23.0034 Procedures for Digitally Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.**

(1) Engineering plans, specifications, reports or other documents ~~work~~ which must be signed, dated and sealed in accordance with ~~sealed under~~ the provisions of Section 471.025, F.S., and Rule 61G15-23.001, F.A.C. may be signed electronically or digitally as provided herein by the professional engineer in responsible charge. As used herein, the terms "certification authority," and "digital signature" and "electronic signature" shall have the meanings ascribed to them in Sections 668.003(2), (3) and (4), F.S. ~~The affixing of a digital or electronic signature to engineering work as provided herein shall constitute the sealing of such work.~~

(a) ~~A scanned image of an original signature shall not be used in lieu of a digital or electronic signature.~~

(b) ~~The date that the electronic signature file was created or the digital signature was placed into the document must appear on the document in the same manner as date is required to be applied when a licensee uses the manual sealing procedure set out in Rule 61G15-23.002, F.A.C.~~

(2) A professional engineer utilizing a digital signature to electronically sign and seal engineering plans, specifications, reports or other documents ~~work~~ shall have their identity authenticated by a certification authority and shall assure that the digital signature is:

(a) Unique to the person using it;

(b) Capable of verification;

(c) Under the sole control of the person using it; and

(d) Linked to a document in such a manner that the ~~electronic-digital~~ signature and correspondingly the document is invalidated if any data in the document ~~are is~~ changed.

(3) The affixing of a digital signature to engineering plans, specifications, reports or other documents as provided herein shall constitute the signing and sealing of such items.

(a) A Digitally created seal as set forth in Rule 61G15-23.002, F.A.C. may be placed where it would appear if the item were being physically signed, dated and sealed.

(b) The date that the digital signature was placed into the document must appear on the document in accordance with Rule 61G15-23.001(5), F.A.C. and where it would appear if the item were being physically signed, dated and sealed.

(c) A scanned, facsimile, digitally created or copied image of the licensee's signature shall not be used on digitally signed and sealed engineering plans, specifications, reports or other documents.

Comment [WCB34]: This was modified to address only digital signing and sealing

Comment [WCB35]: This was moved to create 61G15-23.004(3) below

Comment [WCB36]: This was moved here from 61G15-23.004(1) above

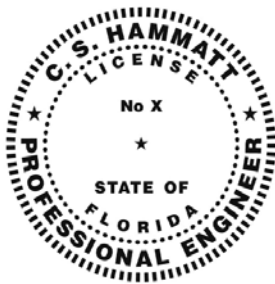
Comment [WCB37]: This item was copied here from 61G15-23.002(1)

(d) The engineering plans, specifications, reports or other documents being digitally signed and sealed shall include text to indicate the following and place it where an original signature would appear if the item were being physically signed, dated and sealed:

1. The same information required by Rule 61G15-23.002(2), F.A.C. if a digitally created seal is not used,
2. The item has been electronically signed and sealed using a Digital Signature, and
3. Printed copies of the document are not considered signed and sealed and all signatures must be verified on any electronic copies.

(e) Formatting of seals and text similar to that depicted below may be used.

1. When a digitally created seal is used:



This item has been electronically signed and sealed by C. S. Hammatt, PE. On [DATE] using a Digital Signature.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies

2. When a digitally created seal is not used:

C. S. Hammatt, State of Florida, Professional Engineer, License No. X

This item has been electronically signed and sealed by C. S. Hammatt, PE. On [DATE] using a Digital Signature.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies

(4f) A professional engineer signing and sealing a document in electronic form that ~~When engineering plans, specifications, reports or other documents~~ contains multiple ~~plan~~ sheets or pages, ~~the licensee~~ may apply a single digital signature per electronically transmitted item as set out in Rule 61G15-23.001 ~~subsection 61G15-23.003(2), F.A.C., or an electronic signature set forth in subsection (3).~~ A single digital signature applied to a document-an item in electronic form shall have the same force and effect as signing all of the individual sheets or pages ~~in the set contained in said document~~ within that item unless otherwise limited ~~by elements of the project for which the engineer does not intend to accept responsibility by use of qualifying language, as set out as specified~~ in subsection 61G15-30.003(3), F.A.C.

(g) In the case where multiple engineers of record are to licensees sign and seal a single document file item, each licensee shall apply their digital or electronic signature and include qualifying language

~~with those items required in section (e) of this rule in said signature, or in the text of the document~~  
thoroughly describing what portions they take licensee is taking responsibility for.

**61G15-23.005 Procedures for Electronically Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.**

~~(1) Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of Section 471.025, F.S., and Rule 61G15-23.001, F.A.C. may be signed electronically as provided herein by the professional engineer in responsible charge. As used herein, the term “electronic signature” shall have the meanings ascribed to them in Sections 668.003(2), (3) and (4), F.S.~~

~~(2) A professional engineer utilizing an electronic signature to electronically sign and seal engineering plans, specifications, reports or other documents work shall:~~

~~(a) Create a “signature” file that contains the engineer’s name and PE number licensee’s given name, the licensee’s license number, a brief overall description of the engineering documents to be signed and sealed, and a list of the electronic files to be signed and sealed, and the Each file shall have an SHA-1 authentication code defined as an SHA-1 message digest or Secure Hash Standard for each electronic file to be signed and sealed. The SHA-1 authentication code is described in Federal Information Processing Standard Publication 180-3 “Secure Hash Standard,” October 2008, which is hereby adopted and incorporated by reference by the Board and can be obtained from the Internet Website:~~

~~[http://www.flrules.org/Gateway/reference.asp?No=Ref-00790\\_07](http://www.flrules.org/Gateway/reference.asp?No=Ref-00790_07)~~

~~[http://esrc.nist.gov/publications/fips/fips180\\_3\\_final.pdf](http://esrc.nist.gov/publications/fips/fips180_3_final.pdf).~~

~~(b) The licensees shall then create a “signature” report that contains the engineer’s name and PE number licensee’s given name, the licensee’s license number, a brief overall description of the engineering documents in question to be signed and sealed and the SHA-1 authentication code of the signature file.~~

~~(c) This report shall be printed and manually signed, dated, and sealed the signature report in compliance with Rule 61G15-23, F.A.C. by the professional engineer in responsible charge.~~

~~(d) Transmit the signed, dated and sealed signature report shall be sent to the authority having jurisdiction along with the signed, dated and sealed signature file, either by hardcopy or electronic scan; if scanned and sent electronically. The hardcopy signed and sealed report shall be retained by the licensee in accordance with Rule 61G15-30.009, F.A.C. The signature file is defined as considered to be signed and sealed if the signature file’s authentication code matches the authentication code on the manually signed, dated and sealed signature report. Each electronic file listed in a within the signed and sealed signature file is defined as considered to be signed and sealed if the listed SHA-1 authentication code in the signature file matches the electronic file’s SHA-1 computed authentication code.~~

~~(3) The affixing of an electronic signature to engineering plans, specifications, reports or other documents as provided herein shall constitute the signing and sealing of such items.~~

~~(a) A Digitally created seal as set forth in Rule 61G15-23.002, F.A.C. may be placed where it would appear if the item were being physically signed, dated and sealed.~~

~~(b) The date that the electronic signature is to be placed into the document must appear on the document in accordance with Rule 61G15-23.001(5), F.A.C. and where it would appear if the item were being physically signed, dated and sealed.~~

~~(c) A scanned, facsimile, digitally created or copied image of the licensee’s signature shall not be used on electronically signed and sealed engineering plans, specifications, reports or other documents.~~

Comment [WCB38]: This was created to address electronic signing and sealing

(d) The engineering plans, specifications, reports or other documents being electronically signed and sealed shall include text to indicate the following and place it where an original signature would appear if the item were being physically signed, dated and sealed:

1. The same information required by Rule 61G15-23.002(2), F.A.C. if a digitally created seal is not used,
2. The item has been electronically signed and sealed using a *SHA-1* authentication code, and
3. Printed copies of the document are not considered signed and sealed and all *SHA-1* authentication code must be verified on any electronic copies.

(e) Formatting of seals and text similar to that depicted below may be used.

1. When a digitally created seal is used:



This item has been electronically signed and sealed by C. S. Hammatt, PE. On [DATE] using a *SHA-1* authentication code.

Printed copies of this document are not considered signed and sealed and the *SHA-1* authentication code must be verified on any electronic copies

2. When a digitally created seal is not used:

C. S. Hammatt, State of Florida, Professional Engineer, License No. X

This item has been electronically signed and sealed by C. S. Hammatt, PE. On [DATE] using a *SHA-1* authentication code.

Printed copies of this document are not considered signed and sealed and the *SHA-1* authentication code must be verified on any electronic copies

**CHAPTER 61G15-23**  
**(Proposed Language - No Markups)**

**SEALS**

**61G15-23.001 Signature, Date and Seal Shall Be Affixed.**

(1) A professional engineer shall sign, date and seal:

- (a) All final plans, prints, specifications, reports, or other documents prepared or issued by the licensee and being filed for public record;
- (b) All final documents provided to the owner or the owner's representative; and
- (c) All documents required by any public entity or any provision of contract which requires the signing, dating and sealing of additional original documents.

(2) Plans and Prints: When an engineer must sign, date and seal plans or prints under the provisions of Section 471.025, F.S., and subsection (1) of this rule, every sheet within the plans and prints must be signed, dated and sealed by the professional engineer in responsible charge.

(a) A title block shall be used on each sheet of plans or prints and shall contain the printed name, address, and license number of the engineer who has signed, dated and sealed the plans or prints.

(b) If the engineer signing, dating and sealing engineering plans or prints is practicing through a duly authorized engineering business; the title block shall contain the printed name, address and certificate of authorization number of the engineering business.

(3) Engineering Specifications and Calculations: When an engineer must sign, date and seal engineering specifications or calculations under the provisions of Section 471.025, F.S., and subsection (1) of this rule, an index sheet shall be used and shall be signed, dated and sealed by each professional engineer who is in responsible charge of any portion of the engineering specifications or calculations.

(a) The index sheet must be signed, dated and sealed by those professional engineers in responsible charge of the production and preparation of each section of the engineering specifications or calculations, with sufficient information on the index sheet so that the user will be aware of each portion of the specifications or calculations for which each professional engineer is responsible.

(b) The index sheet shall include at a minimum:

1. The printed name, address and license number of each engineer in responsible charge of the production of any portion of the calculations or specifications.
2. If the engineer signing, dating and sealing calculations or specifications is practicing through a duly authorized engineering business; the printed name, address and certificate of authorization number of the engineering business.
3. Identification of the project, by address or by lot number, block number, section or subdivision and city or county.
4. Identification of the applicable building code and chapter(s) that the design is intended to meet.
5. Identification of any computer program used for engineering the specifications or calculations.

(4) Engineering Reports or Other Documents: When an engineer must sign, date and seal engineering reports or other documents under the provisions of Section 471.025, F.S., and subsection (1) of this rule, a signature page or cover letter shall be used and shall be signed, dated and sealed by each professional engineer who is in responsible charge of any portion of the report with sufficient information provided so that the user will be aware of each portion for which each professional engineer is responsible.

(a) If the engineer signing, dating and sealing an engineering report or other document is practicing through a duly authorized engineering business, the printed name, address and certificate of authorization number of the engineering business shall be placed on the signature page or cover letter.

(5) The date that the signature and seal is affixed as provided herein shall be entered on said plans, prints, specifications, reports or other documents immediately adjacent to the signature of the professional engineer.

(6) Professional engineers working for local, State or Federal Government agencies shall legibly indicate their name and license number, and shall indicate the name and address of the agency on all documents that are required to be signed, dated and sealed.

(7) A professional engineer may only sign, date and seal engineering plans, prints, specifications, reports or other documents if that professional engineer was in responsible charge, as that term is defined in subsection Rule 61G15-18.011(1), F.A.C., of the preparation and production of the engineering document and the professional engineer has the expertise in the engineering discipline used in producing the engineering document(s) in question.

(8) A professional engineer shall not sign, date and seal any documents which are not final documents unless the professional engineer clearly notes any limitations on the use of those documents on the face of those documents by using terms such as "Preliminary," "For Review Only," "Not for Construction," or any other suitable statement which denotes that the documents are for limited use, are not final and are not intended for permit, construction, or bidding purposes.

**61G15-23.002 Seals Acceptable to the Board.**

(1) Only the following seals are authorized to be used pursuant to Section 471.025, F.S.:

(a) Wet Seals: A Wet Seal is any seal physically applied to a printed document capable of leaving a permanent ink representation or other form of opaque permanent impression on the printed document that complies with Rule 61G15-23.002(2), F.A.C.,

(b) Embossing Seals: An Embossing Seal is any seal physically applied to a printed document capable of leaving a permanent crimped representation or other form of permanent raised impression on the printed document that complies with Rule 61G15-23.002(2), F.A.C., or

(c) Digitally Created Seals: A Digitally Created Seal is any seal created as part of the document and not physically applied that is an opaque permanent representation that complies with Rule 61G15-23.002(2), F.A.C. when the document is printed in its native full size.

(2) Wet Seals, Embossing Seals and Digitally Created Seals shall be a minimum of 1-7/8 inches in diameter and shall be of a design similar to those set forth in (a), (b) and (c) below.

(a) The seal must contain the licensee's given name, the licensee's license number immediately preceded by the designation "No", the words "PROFESSIONAL ENGINEER" and the words "STATE OF FLORIDA" similar to that depicted here:



(b) If the seal is for a temporary license it must also contain the words “TEMPORARY LICENSE” and the date that the license expires in the form of “Month – Day – Year” immediately preceded by the word “EXPIRES” similar to that depicted here:



(c) For licensees who are in good standing under both Chapters 471 and 472, F.S., a seal similar to that depicted here may be used:



(d) Seals may contain an abbreviated form of the licensee’s given name or a combination of initials representing the licensee’s given name provided the surname listed with the Board appears on the seal and in the signature.

**61G15-23.003 Procedures for Physically Signing and Sealing Plans, Specifications, Reports or Other Documents.**

(1) Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of Section 471.025, F.S., and Rule 61G15-23.001, F.A.C. may be physically signed, dated and sealed as provided herein by the professional engineer in responsible charge.

(a) The licensee shall create by hand an original of the licensee's signature on each page required to be sealed. A scanned, facsimile, digitally created or copied image of the licensee's signature shall not be used.

(b) The licensee must then use either a Wet Seal or an Embossing Seal placed partially atop the licensee's signature on each page required to be sealed. The placement of the seal shall not render the signature illegible. A digitally created seal is not to be used when physically signing, dating and sealing.

**61G15-23.004 Procedures for Digitally Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.**

(1) Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of Section 471.025, F.S., and Rule 61G15-23.001, F.A.C. may be signed digitally as provided herein by the professional engineer in responsible charge. As used herein, the terms "certification authority," and "digital signature" shall have the meanings ascribed to them in Sections 668.003(2), (3) and (4), F.S.

(2) A professional engineer utilizing a digital signature to electronically sign and seal engineering plans, specifications, reports or other documents shall have their identity authenticated by a certification authority and shall assure that the digital signature is:

(a) Unique to the person using it;

(b) Capable of verification;

(c) Under the sole control of the person using it; and

(d) Linked to a document in such a manner that the digital signature and correspondingly the document is invalidated if any data in the document is changed.

(3) The affixing of a digital signature to engineering plans, specifications, reports or other documents as provided herein shall constitute the signing and sealing of such items.

(a) A Digitally created seal as set forth in Rule 61G15-23.002, F.A.C. may be placed where it would appear if the item were being physically signed, dated and sealed.

(b) The date that the digital signature was placed into the document must appear on the document in accordance with Rule 61G15-23.001(5), F.A.C. and where it would appear if the item were being physically signed, dated and sealed.

(c) A scanned, facsimile, digitally created or copied image of the licensee's signature shall not be used on digitally signed and sealed engineering plans, specifications, reports or other documents.

(d) The engineering plans, specifications, reports or other documents being digitally signed and sealed shall include text to indicate the following and place it where an original signature would appear if the item were being physically signed, dated and sealed:

1. The same information required by Rule 61G15-23.002(2), F.A.C. if a digitally created seal is not use,

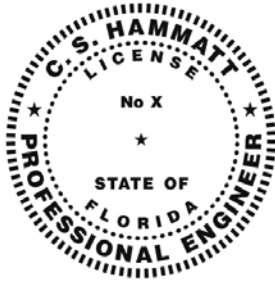
2. The item has been electronically signed and sealed using a Digital Signature, and

3. Printed copies of the document are not considered signed and sealed and all signatures must be verified on any electronic copies.

(e) Formatting of seals and text similar to that depicted below may be used.

1. When a digitally created seal is used:





**This item has been electronically signed and sealed by C. S. Hammatt, PE. On [DATE] using a Digital Signature.**

**Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies**

2. When a digitally created seal is not used:

**C. S. Hammatt, State of Florida, Professional Engineer, License No. X**

**This item has been electronically signed and sealed by C. S. Hammatt, PE. On [DATE] using a Digital Signature.**

**Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies**

(f) When engineering plans, specifications, reports or other documents contain multiple sheets or pages, the licensee may apply a single digital signature per electronically transmitted item as set out in subsection 61G15-23.004, F.A.C. A digital signature applied to an item in electronic form shall have the same force and effect as signing all of the individual sheets or pages contained within that item unless otherwise limited as specified in Rule 61G15-23.001, F.A.C.

(g) In the case where multiple licensees sign and seal a single item, each licensee shall apply their digital signature and include qualifying language with those items required in section (e) of this rule thoroughly describing what portions the licensee is taking responsibility for.

**61G15-23.005 Procedures for Electronically Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.**

(1) Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of Section 471.025, F.S., and Rule 61G15-23.001, F.A.C. may be signed electronically as provided herein by the professional engineer in responsible charge. As used herein, the term “electronic signature” shall have the meanings ascribed to them in Sections 668.003(2), (3) and (4), F.S.

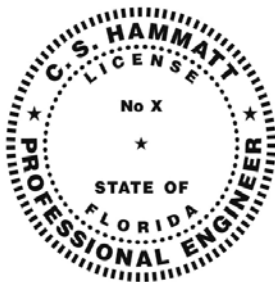
(2) A professional engineer utilizing an electronic signature to electronically sign and seal engineering plans, specifications, reports or other documents shall:

(a) Create a “signature” file that contains the licensee’s given name, the licensee’s license number, a brief overall description of the engineering documents to be signed and sealed, a list of the electronic files to be signed and sealed, and the *SHA-1* authentication code or *Secure Hash Standard* for each electronic file

to be signed and sealed. The **SHA-1** authentication code is described in Federal Information Processing Standard Publication 180-3 “**Secure Hash Standard**,” October 2008, which is hereby adopted and incorporated by reference by the Board and can be obtained from the Internet Website:

<http://www.flrules.org/Gateway/reference.asp?No=Ref-00790>.

- (b) Create a “signature” report that contains the licensee’s given name, the licensee’s license number, a brief overall description of the engineering documents to be signed and sealed and the **SHA-1** authentication code of the signature file,
  - (c) Print and manually sign, date and seal the signature report in compliance with Rule 61G15-23, F.A.C.,
  - (d) Transmit the signed, dated and sealed signature report to the authority having jurisdiction along with the signed, dated and sealed signature file. The signature file is considered to be signed and sealed if the signature file’s authentication code matches the authentication code on the manually signed, dated and sealed signature report. Each electronic file listed within the signed and sealed signature file is considered to be signed and sealed if the listed **SHA-1** authentication code in the signature file matches the electronic file’s **SHA-1** authentication code.
- (3) The affixing of an electronic signature to engineering plans, specifications, reports or other documents as provided herein shall constitute the signing and sealing of such items.
- (a) A Digitally created seal as set forth in Rule 61G15-23.002, F.A.C. may be placed where it would appear if the item were being physically signed, dated and sealed.
  - (b) The date that the electronic signature is to be placed into the document must appear on the document in accordance with Rule 61G15-23.001(5), F.A.C. and where it would appear if the item were being physically signed, dated and sealed.
  - (c) A scanned, facsimile, digitally created or copied image of the licensee’s signature shall not be used on electronically signed and sealed engineering plans, specifications, reports or other documents.
  - (d) The engineering plans, specifications, reports or other documents being electronically signed and sealed shall include text to indicate the following and place it where an original signature would appear if the item were being physically signed, dated and sealed:
    - 1. The same information required by Rule 61G15-23.002(2), F.A.C. if a digitally created seal is not use,
    - 2. The item has been electronically signed and sealed using a **SHA-1** authentication code, and
    - 3. Printed copies of the document are not considered signed and sealed and all **SHA-1** authentication code must be verified on any electronic copies.
  - (e) Formatting of seals and text similar to that depicted below may be used.
    - 1. When a digitally created seal is used:



**This item has been electronically signed and sealed by C. S. Hammatt, PE. On [DATE] using a *SHA-1* authentication code.**

**Printed copies of this document are not considered signed and sealed and the *SHA-1* authentication code must be verified on any electronic copies**

2. When a digitally created seal is not used:

**C. S. Hammatt, State of Florida, Professional Engineer, License No. X**

**This item has been electronically signed and sealed by C. S. Hammatt, PE. On [DATE] using a *SHA-1* authentication code.**

**Printed copies of this document are not considered signed and sealed and the *SHA-1* authentication code must be verified on any electronic copies**

**This section will be placed within 471.005 Definitions.**

Traffic engineering involves the use of engineering principles and methodologies to carry-out operational analyses of land transportation facilities serving pedestrian, bicycle, and vehicular transit. Traffic engineering also includes the completion of detailed roadway, intersection, and parking lot designs, including the selection and implementation of all traffic control devices. In addition, traffic engineering includes the development and application of engineering standards to be used in the evaluation or design of ground transportation facilities. The following list of traffic engineering tasks shall be completed under the responsible charge of a registered professional engineer. All resulting reports, construction drawings and plans shall be signed and sealed by the engineer in responsible charge.

- (a) Operational Analysis or Design Analysis, which rely on actual, site-specific roadway, intersection or traffic signal data (such as hourly traffic volumes, peak hour factors, truck percentages, g/c ratios and signal phasing) shall be done by or completed under the direction of a professional engineer. This includes all traffic engineering simulation programs and any roadway or intersection analysis other than those conducted at the planning level. The Highway Capacity Manual provides detailed descriptions of Operational Analysis, Design Analysis and Planning Analysis for various transportation facilities. Planning Analysis differs from Operational Analysis and Design Analysis in that it incorporates estimated or default input values into the analysis in order to determine facility operation for a future time horizon.
- (b) Detailed design that involves the preparation of scaled construction drawings or maintenance plans including temporary maintenance of traffic.
- (c) The development of traffic engineering designs that contain specific numerical requirements that can only be evaluated through an engineering analysis.
- (d) Any roadway or intersection operational analysis, including capacity and level of service analyses, other than those conducted at the planning level.
- (e) The calculation of queue lengths or the determination of turn lane lengths, other than those determined during the planning stage.
- (f) The application or interpretation of engineering standards and documents, including the latest edition of: The FHWA's Manual on Uniform Traffic Control Devices (MUTCD), AASHTO's Geometric Design of Highways and Streets (aka AASHTO Green Book), AASHTO's Roadside Design Guide, AASHTO's Roadway Lighting Design Guide, FDOT's Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka Florida Green Book), FDOT's Intersection Design Guide, FDOT's Traffic Engineering Manual, FDOT's Manual on Uniform Traffic Studies, and FDOT's Design Standards.

- (g) Any warrant evaluation that includes: traffic signal warrants, all-way stop control warrants, and turn lane warrants.
- (h) The use of site-specific traffic signal timings and any task that results in traffic signal timing or phasing recommendations.
- (i) Traffic signal design or timing.
- (j) Sight distance calculations and analysis.
- (k) No passing zone analysis or design.
- (l) Roadway signing or pavement marking design for both public and private roadways.
- (m) Work zone traffic control design; including the modification of any previously developed work zone traffic control plans and the application of standard FDOT drawings to specific sites.
- (n) The preparation of construction drawings, including the dimensions and specifications, for traffic calming modifications to any roadway open to public travel. Also included is any speed study, road closure study, intersection analysis, or other traffic operational analysis used to support a traffic calming recommendation.
- (o) Access management tasks involving deviations from established criteria and standards. Variations from the established standards for driveway location, median opening location and type (full vs. directional), or traffic signal spacing shall be based on a detailed traffic operational analysis.
- (p) Roadway lighting analysis and design, including light level computations and lighting justification reports.
- (q) Review of equipment submittals for all design listed in this rule.
- (r) Detailed design of both public and private parking facilities.

Select Year: 2014 

## The 2014 Florida Statutes

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Title XXXII  
REGULATION OF PROFESSIONS AND OCCUPATIONS

Chapter 471  
ENGINEERING

[View Entire Chapter](#)

**471.031 Prohibitions; penalties.—**

(1) A person may not:

(a) Practice engineering unless the person is licensed or exempt from licensure under this chapter.

(b)1. Except as provided in subparagraph 2. or subparagraph 3., use the name or title "professional engineer" or any other title, designation, words, letters, abbreviations, or device tending to indicate that such person holds an active license as an engineer when the person is not licensed under this chapter, including, but not limited to, the following titles: "agricultural engineer," "air-conditioning engineer," "architectural engineer," "building engineer," "chemical engineer," "civil engineer," "control systems engineer," "electrical engineer," "environmental engineer," "fire protection engineer," "industrial engineer," "manufacturing engineer," "mechanical engineer," "metallurgical engineer," "mining engineer," "minerals engineer," "marine engineer," "nuclear engineer," "petroleum engineer," "plumbing engineer," "structural engineer," "transportation engineer," "software engineer," "computer hardware engineer," or "systems engineer."

2. Any person who is exempt from licensure under s. 471.003(2)(j) may use the title or personnel classification of "engineer" in the scope of his or her work under that exemption if the title does not include or connote the term "professional engineer," "registered engineer," "licensed engineer," "registered professional engineer," or "licensed professional engineer."

3. Any person who is exempt from licensure under s. 471.003(2)(c) or (e) may use the title or personnel classification of "engineer" in the scope of his or her work under that exemption if the title does not include or connote the term "professional engineer," "registered engineer," "licensed engineer," "registered professional engineer," or "licensed professional engineer" and if that person is a graduate from an approved engineering curriculum of 4 years or more in a school, college, or university which has been approved by the board.

(c) Present as his or her own the license of another.

(d) Give false or forged evidence to the board or a member thereof.

(e) Use or attempt to use a license that has been suspended, revoked, or placed on inactive or delinquent status.

(f) Employ nonexempt unlicensed persons to practice engineering.

(g) Conceal information relative to violations of this chapter.

(2) Any person who violates any provision of this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

History.—ss. 14, 42, ch. 79-243; ss. 2, 3, ch. 81-318; s. 47, ch. 83-329; ss. 9, 14, 15, ch. 89-30; s. 4, ch. 91-429; s. 215, ch. 94-119; s. 335, ch. 97-103; s. 41, ch. 2000-356; s. 28, ch. 2002-299; s. 3, ch. 2003-425; s. 3, ch. 2004-332.