



## **Regulations of Connecticut State Agencies**

### **PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

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## **Professional Engineers and Land Surveyors**

### **Sec. 20-300-1. Definitions**

(a) "Board" means the state board of examiners for professional engineers and land surveyors as provided for in the general statutes.

(b) "Engineer-in-training" means a person who has been granted a license as an engineer-in-training after meeting in part the requirements for licensure as a professional engineer and who, upon completion of the requisite years of experience in engineering work of a character satisfactory to the board, is eligible for the second part of the prescribed examination for licensure as a professional engineer.

(c) "Surveyor-in-training" means a person who has been granted a license as a surveyor-in-training after meeting in part the requirements for licensure as a licensed land surveyor and who, upon completion of the requisite years of experience in land surveying work of a character satisfactory to the board, is eligible for the remaining parts of the prescribed examination for licensure as a land surveyor.

(d) "Accredited programs" means those specific engineering and surveying curriculums offered at colleges, universities and other educational institutions within the United States or Canada that have received accreditation from the accreditation board for engineering and technology (ABET) or the Canadian accreditation board (CAB) and have been accepted by the board as recognition of the applicants attaining a first professional degree to qualify for licensure as a professional engineer. For land surveying licensure, the board may recognize educational institutions whose surveying curriculum have received regional accreditation.

(e) "Non-graduate" means an applicant for a professional engineer, land surveyor, engineer-in-training, or surveyor-in-training license who did not graduate from an accredited program, as accredited by ABET or CAB, but who may possess an engineering degree from a non-accredited engineering curriculum at educational institutions in the United States, Canada, or other nations outside of the United States. It shall also apply to graduates of engineering technology and certain science curriculums and other applicants for licensure possessing no professional degrees but having the requisite years of experience acceptable to the board and meeting the requirements cited in the state statutes.

(f) "Shop Drawing" means a working drawing, diagram, illustration, schedule, performance chart, brochure, or other data which illustrates how specific portions of the system design shall be fabricated and/or installed.

(Effective November 19, 1993)

### **Sec. 20-300-2. Application for licensure**

The application shall be made on forms prescribed and furnished by the department of consumer protection. Information supplied by the applicant on said form shall be typewritten except for signatures. Applications may be made for licensure as a professional engineer or a land surveyor or for both.

(Effective February 23, 1990; amended August 26, 1996)

### Sec. 20-300-3. Classes of applicants

Each applicant shall designate the classification in the following schedule of minimum requirements under which the application is to be considered. However, the board may, at its discretion, consider it under another classification.

(a) **Professional engineer.** (1) Class 1. The applicant shall be a graduate of an approved course\* in engineering in a school or college approved by the board as of satisfactory standing, have a specific record of an additional four years of experience in engineering work which shall be of a character satisfactory to the board and pass a written examination prescribed by the board, the first part of which shall test the applicant's knowledge of fundamental engineering subjects, including mathematics and the physical sciences, and the second part of which shall test the applicant's ability to apply the principles of engineering to the actual practice of engineering. The first and second parts of the written examination shall be the uniform examination provided to the board by the National Council of Engineering Examiners (NCEE). Work during the course of so-called cooperative education programs does not qualify as experience in engineering work. When an advanced degree in engineering has been awarded at an approved institution, education in residence may be considered as part of the experience requirement. The board may waive the first part of the written examination where an applicant holds a license or certificate as engineer-in-training issued by proper authority of any state or territory or possession of the United States, or any country, provided the requirements for licensure or certification of engineer-in-training under which such license or certificate was issued shall not conflict with the statutory provisions pertaining to and shall be of a standard not lower than the requirements for licensure of engineers-in-training in the State of Connecticut.

Class 1A. The board may waive the first part of the written examination for an applicant who has completed an approved course in engineering, and who has at least eight years of experience. With the exception of the above, all other requirements of this class shall be the same as for Class 1.

(2) Class 2. The applicant shall be a non-graduate with ten years or more of experience in engineering work which shall be of a character satisfactory to the board and which shall indicate knowledge, skill and education, approximating that attained through graduation from an approved course in engineering and the passing of the examination as described in Class 1. Special conditions of other nongraduate classifications are as follows:

(A) An applicant who has completed a nonapproved course in engineering in the United States and its territories requires at least six years qualifying professional experience following the degree and the passing of the examination.

(B) An applicant who has completed an engineering technology program requires the following minimum experience in acceptable engineering work and the passing of the examination:

(i) Two-year engineering technology program-(Associate Degree):

(aa) An applicant who has completed an accredited program\*\* and holds an Engineer-In- Training (EIT) license or certificate described in paragraph (c) below requires eight and one-half years qualifying professional experience following

degree.

(bb) An applicant who has completed an accredited program and does not hold an EIT license or certificate requires ten years qualifying professional experience following degree.

(cc) An applicant who has completed a nonaccredited program and holds an EIT license or certificate requires ten years qualifying professional experience following degree.

(dd) An applicant who has completed a nonaccredited program and does not hold an EIT license or certificate requires ten years qualifying professional experience following degree.

(ii) Four-year engineering technology program (Bachelor's Degree):

(aa) An applicant who has completed an accredited program and holds an EIT license or certificate described in paragraph (c) below requires seven years qualifying professional experience following degree.

(bb) An applicant who completes an accredited program and does not hold an EIT license or certificate requires eight years qualifying professional experience following degree.

(cc) An applicant who completes a nonaccredited program and holds an EIT license or certificate requires nine years qualifying professional experience following degree.

(dd) An applicant who completes a nonaccredited program and does not hold an EIT license or certificate requires ten years qualifying professional experience following degree.

(C) An applicant who has completed an engineering course outside the United States and its territories requires the following minimum experience in acceptable engineering work and the passing of the examination:

(i) An applicant who holds an EIT license or certificate described in paragraph (c) below requires six to ten years qualifying professional experience following the degree where the number of years depends on the educational background of the applicant as evaluated by the board.

(ii) An applicant who does not hold an EIT license or certificate requires ten years qualifying professional experience following the degree.

(D) An applicant who has completed a science curriculum (Bachelor's Degree) requires the following minimum experience in acceptable engineering work and the passing of the examination:

(i) An applicant who holds an EIT license or certificate described in paragraph (c) below requires seven years qualifying professional experience following the degree.

(ii) An applicant who does not hold an EIT license or certificate requires eight years qualifying professional experience following the degree.

(3) Class 3. The applicant shall be a nongraduate who submits a specific record of twenty years or more of experience in engineering work. The applicant shall pass the examination as described in Class 1, but the board may waive the first part of the examination if the experience record is of a character satisfactory to the board. The record shall indicate that the applicant has been competent to be in responsible charge of his work.

(4) Class 4. The applicant shall hold a license, certificate or qualification or registration issued by a proper authority of any state or territory or possession of

the United States, or any country, provided the requirements for licensure or registration of professional engineers under which such license, certificate of qualification or registration was issued shall not conflict with the statutory provisions pertaining to and be of a standard not lower than the requirements for licensure of professional engineers in the State of Connecticut.

**(b) Land surveyor.**

(1) Class 5. The applicant shall be a graduate of a school or college approved by the board as of satisfactory standing, including the completion of an approved course\*\*\* in surveying, shall have a specific record of an additional three years of experience in land surveying, which shall be of a character satisfactory to the board and shall be deemed satisfactory experience when approximately 50% of the minimum required time is derived from property line surveying divided approximately equally between office and field experience and shall have passed a two-part written examination prescribed by the board. The first part of the examination shall test the applicant's knowledge of the fundamentals of land surveying and the second part shall test the applicant's knowledge of the procedures pertaining thereto. The first part and one-half of the second part of the written examination shall be the land surveyor examination provided to the board by the National Council of Examiners for Engineering and Surveying NCEES. The remaining half of the second part of the written examination isbe divided into a 3 hour section provided to the board by the NCEES and will be referred to as the Colonial Section and a one hour section prepared for the board by an authorized testing firm or by a committee of licensed land surveyors selected and approved by the board, and shall test the applicant's knowledge of Connecticut land surveying procedures and laws.

The three years additional experience shall be in a responsible, decision-making position normally under the direct supervision of a licensed land surveyor. Position as a party chief is not necessarily acceptable.

(2) Class 6. The applicant shall be a nongraduate with nine years or more of experience in surveying work at least three of which shall have been in land surveying and which shall be of a character satisfactory to the board and which shall indicate knowledge, skill and education approximating that attained through completion of an approved course in surveying and shall have passed a written examination as described in Class 5.

(A) The nine years of experience shall consist of the following:

(i) A minimum of three years experience shall be in a responsible decision-making position normally under the direct supervision of a licensed land surveyor, and a

(ii) Minimum of three years as a party chief.

(iii) Experience below the level of party chief may only be credited to the following extent: a maximum of two years in a position known as ``instrument man," and a maximum of one year in a position known as ``rodman."

(B) In lieu of the above, an applicant who has completed any of the following education programs related to surveying requires the following minimum experience in acceptable surveying work and the passing of the examination as described in Class 5.

Education	Minimum Experience Required
1. Four-year degree**** (civil engineering major)	4 years-1 year party chief and 3 years - supervisory as defined in (i) above
2. Two-year degree (surveying major)	5 years-2 years party chief and 3 years supervisory as defined in (i) above
3. Two-year degree (civil technology major)	6 years-3 years party chief (maximum of 1 year as instrument man may be substituted) and 3 years supervisory as defined in (i) above

(3) Class 7. The applicant shall be a graduate or nongraduate who submits a specific record of sixteen years or more of experience in surveying work, at least ten of which shall have been in land surveying. The applicant shall pass the examination as described in Class 5, but the board may waive the first part of the examination if the experience record is of a character satisfactory to the board. The record shall indicate that the applicant has been competent to be in responsible charge of his work.

(A) The sixteen years of experience shall consist of the following:

(i) A minimum of ten years experience shall be in a responsible, decision-making position normally under the direct supervision of a licensed land surveyor, and

(ii) A minimum of three years as a party chief.

(iii) Experience below the level of party chief may only be credited to the following extent: A maximum of two years as an "instrument man," and a maximum of one year as a "rodman."

(4) Class 8. The applicant shall hold a license, certificate of qualification or registration issued by a proper authority of any state or territory or possession of the United States, or any country, provided the requirements for registration of land surveyors under which such license, certificate of qualification or registration was issued shall not conflict with the statutory provisions pertaining to and shall be of a standard not lower than the requirements for licensure of land surveyors in the State of Connecticut and shall have passed that portion of the written examination as described in Class 5 which is specific to Connecticut practice.

(5) General requirements for Classes 5, 6, 7, and 8.

(A) A maximum of one-year experience credit will be given for any one calendar year.

(B) Part-time surveying work will not be considered equal in time to full-time work. A maximum of fifty percent (50%) credit will be given for part-time surveying work.

(C) Military surveying work will not necessarily be considered equal in time to civilian work.

(D) Where application shows commingled experience in both engineering and land surveying, a breakdown shall be provided on the application form to show time in each discipline.

(E) The applicant shall indicate the name and license number of the land surveyor whose direct supervision he worked under when in a responsible, decision-making

ing position.

(c) **Engineer-in-training.** (1) Class 9. The applicant shall be a graduate of an approved course\* in engineering and shall have passed the first part of a written examination as described in Class 1.

(2) Class 10. The applicant shall be a nongraduate with six years or more of experience in engineering work which shall be of a character satisfactory to the board and which shall indicate knowledge, skill and education approximating that attained through graduation from an approved course in engineering and shall have passed the first part of the written examination as described in Class 1. Special conditions of other nongraduate classifications are as follows:

(A) An applicant who has completed a nonapproved course in engineering in the United States and its territories, not eligible under the provisions of section 20-300-6, requires at least two years qualifying professional experience following the degree and the passing of the examination.

(B) An applicant who has completed an engineering technology program requires the following minimum experience in acceptable engineering work and the passing of the examination:

(i) Two-year engineering technology program (Associate Degree), both accredited\*\* and nonaccredited programs require six years qualifying professional experience following degree.

(ii) Four-year engineering technology program (Bachelor's Degree):

(aa) An applicant who completes an accredited program\*\* requires four years qualifying professional experience following degree.

(bb) An applicant who completes a nonaccredited program requires five years qualifying professional experience following degree.

(C) An applicant who has completed an engineering course outside the United States and its territories requires six years qualifying professional experience following the degree and the passing of the examination.

(D) An applicant who has completed a science curriculum (Bachelor's Degree) requires four years qualifying professional experience following the degree and the passing of the examination.

(3) Class 11. The applicant shall hold a license or certificate of qualification as an engineer-in-training issued by a proper authority of any state or territory or possession of the United States, or any country, provided the requirements for certification under which such license or certificate of qualification was issued shall not conflict with the statutory provisions pertaining to and are of a standard at least equal to the requirements for licensure as an engineer-in-training in the State of Connecticut.

(d) **Surveyor-in-training.** (1) Class 12. The applicant shall be a graduate of an approved\*\*\* surveying curriculum of four years or more approved by the board as being of satisfactory standing and shall have passed part I of the national examination relating to fundamentals of land surveying.

(2) Class 13. The applicant shall be a graduate of a related science curriculum of four years or more which shall include surveying courses satisfactory to the board, have a specific record of two years or more of land surveying experience satisfactory to the board, and shall have passed part I of the national examination

relating to fundamentals of land surveying.

(3) Class 14. The applicant shall be a graduate of a related science curriculum of two years or more which shall include surveying courses satisfactory to the board, have a specific record of four years or more of land surveying experience satisfactory to the board, and shall have passed part I of the national examination relating to the fundamentals of surveying.

Class 14A. The applicant shall be a nongraduate with six years or more of experience in surveying work which work is of a character satisfactory to the board and which indicates knowledge, skill and education approximating that attained through completion of an approved course in surveying, provided any such person shall have passed part I of the national examination relating to the fundamentals of land surveying.

(4) Class 15. The applicant shall hold a license or certificate of qualification as a surveyor-in-training (SIT) issued by a proper authority of any state or territory or possession of the United States, or any country, provided the requirements for certification under which such license or certificate of qualification was issued shall not conflict with the statutory provisions pertaining to and are of a standard at least equal to the requirements for licensure as a surveyor-in-training in the State of Connecticut.

(5) General requirements for classes 12, 13, 14 and 14A.

(A) Senior students in the last semester of an approved\*\*\* curriculum may apply for the SIT examination and shall be permitted to take the examination prior to graduation provided application is made under class 12. Certification will be granted only after graduation and passing the examination.

(B) Experience requirements for classes 13, 14 and 14a shall be under the direct supervision of a practicing, licensed land surveyor.

\* The list of approved engineering courses adopted by the board is that compiled annually by the accreditation board for engineering and technology entitled "accredited programs" leading to first degrees in engineering in the United States and that compiled annually by the Canadian Accreditation

Board for accredited engineering curricula in Canada.

An applicant whose first degree from an institution is not on this list but who holds a higher engineering degree from an institution whose first degree is listed will be considered as a graduate of an approved course.

\*\* The list of accredited programs in engineering technology adopted by the board is compiled annually by the accreditation board for engineering and technology entitled "accredited programs" leading to degrees in engineering technology.

\*\*\* An approved course in surveying is at least a baccalaureate degree in surveying from a school, college, or university holding regional accreditation, including the completion of at least thirty (30) semester credits in surveying subjects.

\*\*\*\* Completed surveying courses may be used as party chief experience at the rate of one-year experience for thirty (30) semester credits.

(Effective February 23, 1990)

**Sec. 20-300-3a. Valid period of engineer-in-training and surveyor-in-training license**

A license as an engineer-in-training or surveyor-in-training shall remain valid for a period of ten years from the date upon which the applicant's first such license was issued by any state toward meeting in part the requirements in professional engineering or land surveying.

(Effective November 19, 1984)

**Sec. 20-300-3b. License retention for non-practicing licensees**

(a) Any person currently licensed under the provisions of section 20-300-3 as a professional engineer, land surveyor or both, may renew his or her license at a reduced fee providing he or she is not actively engaged in the practice of professional engineering or land surveying and has attained the age of sixty-five prior to applying for renewal of such license.

(b) Applicants for the restricted license shall be required to submit a letter of request for such classification when returning their renewal application. The letter shall contain a statement expressing the licensee's current retirement status and the acceptance of the restriction on the license.

(c) Licensees in this category may restore their license to practice professional engineering and/or land surveying by submitting a form to be provided by the department requesting reinstatement, and the payment of the current annual fee for the license.

(d) Licensees in this category are to understand that they may not offer to practice professional engineering or provide land surveying services to clients in the State of Connecticut, nor are they to sign or seal any engineering or any land surveying documents for clients while this license is in force.

(Effective November 19, 1984)

**Sec. 20-300-4. Table of fees**

A check or money order for the appropriate fee shown and made payable to the Treasurer, State of Connecticut, shall accompany the application or renewal request. Application fees are nonrefundable.

For application where reciprocity does not apply:

Professional Engineer (Class 1, 1A, 2 or 3)	\$150.00
Land Surveyor (Class 5, 6 or 7)	\$150.00
Professional Engineer and Land Surveyor (combined)	\$150.00
Engineer-In-Training (Class 9 or 10)	\$38.00
Surveyor-in-training (Class 12, 13, 14 or 14A)	\$32.00

For application made under the reciprocity provisions of the statutes:

Professional Engineer (Class 4)	\$150.00
Land Surveyor (Class 8)	\$150.00
Professional Engineer and Land Surveyor (combined)	\$150.00
Engineer-In-Training (Class 11)	\$5.00
Surveyor-In-Training (Class 15)	\$5.00



(d) Examinations will be written. In certain examinations designated by the board, applicants may use books or references material which shall be subject to inspection by the examiner.

(e) A candidate failing an examination will, upon receipt of the appropriate fee, be listed for reexamination at the regularly scheduled examination held within thirteen months of the original exam. Any candidate who fails the second consecutive examination will be required to wait a period of one year following notification of failure before reapplying, and at that time shall submit a new application with the appropriate fee. A candidate who fails an examination may not review his examination booklet or the associated answer sheets. Rescoring of the examination or any individual problem is not permitted, however, a retabulation of the numerical score will be permitted.

(f) An applicant for licensure as a professional engineer who is required to take both parts of the written examination and who passes one of the two parts and fails the other part shall be credited with the part passed (Part I-Fundamentals of Engineering or Part II-Principles and Practice of Engineering toward meeting the complete examination requirements for licensure. Such credit toward meeting the full examination requirement shall remain valid on Part I for ten years and on Part II for six years from the date of the examination on which such part was passed. Any applicant for licensure as a professional engineer who is permitted to take only one part of the two-part examination at any set examination shall be charged in the fee schedule for the full two-part examination.

(g) An applicant for licensure as a land surveyor who is required to take all parts of the written examination and who passes one of the parts and fails the other parts shall be credited with the part passed (Part I-Fundamentals of Land Surveying, or Part IIA-Principles and Practice of Land Surveying, Part IIB-Colonial Law and Part IIC-Connecticut Law) toward meeting the complete examination requirements for licensure. Such credit toward meeting the full examination requirements shall remain valid on Part I for ten years and one Part IIA, IIB or IIC for six years from the date of the examination on which such part was passed. Any applicant for licensure as a land surveyor who is permitted to take only one part of the examination at any set examination shall be charged in the fee schedule for the full examination.

(h) Examinations may be postponed in exceptional cases for good reason upon request from the candidate, until the next regularly scheduled examination after the period for which the candidate was originally scheduled. The board assumes that all applicants are planning to appear at the next scheduled examination if required. Ordinarily, not more than one postponement shall be permitted.

(i) The board may at its discretion request any applicant to appear personally and give opportunity for discussion and consideration of his or her application.

(j) All fees for reexamination shall be due and payable upon commitment by the applicant to take the next examination.

(Effective February 23, 1990)

## **Sec. 20-300-6. Engineer-in-training examination for students**

(a) Senior students in the last semester of an approved curriculum may apply for

the engineer-in-training examination and shall be permitted to take the examination prior to graduation provided application is made under Class 9 and the fee filed with the application not later than the dates given in Sec. 20-300-5 (b) depending on whether the last semester is in the spring or fall.

(b) Candidates for the masters degree in an engineering curriculum at an institution in which the first degree curriculum is approved and who have applied to the graduate school of the institution for award of the degree before July first or January first may also apply for the engineer-in-training examination in the spring or fall, respectively. Such applicants passing this examination will be licensed only if they are also certified as having completed all graduation requirements or have been graduated from an approved curriculum or awarded the masters degree within thirteen months from the date of the examination.

(c) Senior students in the last semester of an engineering curriculum in certain Connecticut schools which would place the individual under the Class 10 experience requirements shall be permitted to take Part I of the examination prior to graduation and prior to meeting the experience requirements of Class 10, provided application for the examination is made not later than the dates given in Sec. 20-300-5 (b) depending on whether the last semester is in the spring or fall. Such applicants upon passing this examination will be licensed only if they are certified as having completed all graduation requirements and meet the experience requirements of Class 10. Such applicant who passes the examination may submit his or her experience record for consideration two years after graduation.

(d) Credit for the Part I examination shall hold from the date on which the examination was passed.

(Effective November 19, 1984)

### **Sec. 20-300-7**

Repealed, October 19, 1965.

### **Sec. 20-300-7a. References**

(a) Each application shall contain the following signatures:

(1) On applications for professional engineer: At least five persons, of whom at least four shall be members of the profession and not related to the applicant. At least one signature shall be that of a person listed in the experience record of the application form. At least three shall be licensed professional engineers in the United States or its territories. Applicants who cannot satisfy this request shall submit a letter to the board with the application stating the reason.

(2) On applications for land surveyor: At least five persons, of whom at least four shall be members of the profession and not related to the applicant. At least one signature shall be that of a person listed in the experience record of the application form. At least three shall be licensed land surveyors in the United States or its territories. Applicants who cannot satisfy this request shall submit a letter to the board with the application stating the reason.

(3) On application for combined professional engineer and land surveyor: At least five persons, of whom at least four shall be members of the profession and

not related to the applicant. At least two shall be licensed professional engineers and at least two shall be licensed land surveyors in the United States or its territories.

At least one signature shall be that of a person who can attest to the applicant's engineering experience and at least one signature shall be that of a person who can attest to the applicant's surveying experience, both of whom shall be listed in the experience record of the application form. Applicants who cannot satisfy this request shall submit a letter to the board with the application stating the reason.

(4) On applications for engineer-in-training and surveyor-in-training:

(A) Class 10, 13, 14 and 14A-at least five persons, of whom at least four shall be members of the profession and not related to the applicant. At least one signature shall be that of a person listed in the experience record of the application form. For Class 10, at least three shall be licensed professional engineers in the United States or its territories; for Classes 13, 14 or 14A at least three shall be licensed land surveyors. Applicants who cannot satisfy this request shall submit a letter to the board with the application stating the reason.

(B) Class 9, 11, 12 or 15-the names of at least three persons familiar with the applicant's education and experience.

(C) Signature shall not be required for Class 9, 11, 12 or 15 or for senior students in Connecticut schools in the last semester of an engineering or surveying program.

(b) The Board may communicate with such references or any other person familiar with the applicant's record and, at its discretion, submit a copy of the record of the applicant. If, after a reasonable time, information requested from any reference has not been received, additional references may be required.

(Effective April 22, 1988)

### **Sec. 20-300-8. Denial of licensure**

A person whose application has been denied shall be so notified. The board shall, upon request of the applicant, advise the applicant as to the reasons for such denial and the applicant may then submit additional information or evidence for consideration by the board. An applicant will be given reasonable opportunity to secure reconsideration of his or her application. A denial will be considered final one month after notification to the applicant, unless additional information warranting reconsideration is received in the interim.

(Effective November 19, 1984)

### **Sec. 20-300-9. Wall certificate of licensure and license card**

(a) The board will issue to each successful applicant a wall certificate of licensure and a wallet card certifying that the applicant holds a license as a professional engineer or a land surveyor or both. The board will issue to each successful applicant a wall certificate and wallet card certifying that the applicant holds a license as an engineer-in-training or surveyor-in-training.

(b) Each wall certificate shall be numbered by the board and shall be signed jointly by the board chairman and the commissioner of consumer protection.

(c) Any person licensed under the general statutes and doing business with the

public on his or her own account or as chief executive or as consultant shall keep his or her wall certificate of licensure posted conspicuously in his or her principal place of business where the public can readily examine such certificate.

(d) If a wall certificate or wallet card is lost, destroyed or mutilated, a duplicate will be issued upon payment of the fee indicated and submission of a statement explaining the loss or destruction of the original document. (See Reg. 20-300-4.)

(Effective November 19, 1984)

### **Sec. 20-300-10. License seals and stamps**

(a) Each licensee, upon notification of licensure, will be authorized to obtain an official seal of a size and design prescribed by the Board. The seal shall be applied to all plans, maps, surveys, sketches, drawings, specifications, and documents pertaining to any project submitted by the licensee to his or her client. Where drawings or documents are bound together, the application of the seal on one sheet or page shall be considered sufficient, except in filing plans for building permits and appurtenant structures where each sheet shall be sealed.

(b) A rubber stamp of identical size and design to the specified seal shall suffice. Where a licensee is classified as a professional engineer and as a land surveyor, two seals are necessary. The licensee shall not affix his or her seal to any plan, map, survey, sketch, drawing, specification, or other document not prepared personally or under his or her supervisory control. A licensee may seal, or sign and seal, documents not prepared by the licensee or by an employee under the licensee's supervisory control, provided the licensee shall prepare, and retain for a period of not less than six years, a thorough written evaluation of the professional services represented by the documents, including but not limited to, drawings, specifications, reports, design calculations and references to applicable codes and standards. Such written evaluation shall clearly identify the project and the documents to which it relates, the sources of the documents and the name of the person or organization for which the written evaluation was conducted and the date of the evaluation; and the seal and signature of the licensee shall also be affixed thereto.

(c) The licensed land surveyor shall indicate on any map or survey which bears his or her seal and signature, for submittal to his or her client or town clerks as required under section 7-31 of the general statutes, that said map or survey is substantially correct to the degree of accuracy shown thereon. The accuracy shall be classified in accord with the "code of recommended practice for accuracy of surveys and maps," a publication approved for use by the board.

(d) Holders of official seals and/or stamps are responsible for their use in sealing and/or stamping of engineering and land surveying documents. Loss of seals and/or stamps shall be reported to the board of examiners and the department of consumer protection immediately but not later than fifteen (15) days after discovery. Failure to report such loss may subject the holder to disciplinary action by the board. A petition for the issuance of a new license may be submitted concurrently with report of the loss. Misuse of the lost seal and/or stamp by others shall remain the responsibility of the licensee until such loss is reported.

(Effective February 23, 1990)

## **Sec. 20-300-10a.**

Repealed, November 19, 1984.

## **Sec. 20-300-10b. Engineering and land surveying practices in property development work**

(a) The phase of property development work requiring evaluation, planning and design of drainage systems, proposed major changes in ground contours affecting surface water runoff, sanitary sewer systems, sewage disposal systems, water supply and distribution and proposed buildings, structures or other improvements constitute professional engineering and, as such, any documents relating thereto shall be sealed by a licensed professional engineer.

(b) The phase of property development work requiring measuring, evaluating and mapping of topographic conditions, boundary lines, interior lot and street lines, including their monumentation, the horizontal and vertical location of all existing and proposed buildings, structures or other improvements to determine their compliance with any specified location requirements set forth in architectural and/or engineering plans or building and zoning regulations, constitutes land surveying and, as such, any documents relating thereto shall be sealed by a licensed land surveyor.

(c) The evaluation, planning and design of roads in general constitutes engineering and, as such, shall be sealed by a licensed professional engineer. The alignment and grades of a road incidental to planning the layout and mapping of a subdivision may also be performed by a land surveyor.

(Effective February 23, 1990)

## **Sec. 20-300-11. Renewals**

(a) All licenses expire on January thirty-first of the year following their issuance or renewal, except those first issued between November first and December thirty-first in the calendar year of first issuance, and, unless renewed, shall become invalid after that date, making practice illegal. Upon payment of the renewal fee the commissioner of consumer protection shall issue a card indicating renewal of licensure. Failure to renew a license shall not deprive any licensee of the right of renewal for a period of five years from the date it became invalid and the name of the licensee may not be included in the February roster.

(b) The fee due at the time a lapsed license is renewed shall be the renewal fee for each lapsed renewal period plus the renewal fee due during the year in which the application for reinstatement is made. The renewal fee for any fraction of a year shall be the full annual fee. The renewal fee for a lapsed license shall be accompanied by a notarized letter attesting to the licensee's engineering or land surveying experience from the time he or she filed the initial application for licensure that was approved by the board.

(c) Licenses not renewed within five years from the date of expiration can only be reinstated by filing a new application subject to requirements for licensure at the time of filing.

(d) Annual renewal of the engineer-in-training or surveyor-in-training license is

not required; such license shall remain valid for a period of ten years from the date of original licensure and during this time it shall meet in part the requirements for licensure as a professional engineer or land surveyor. The commissioner of consumer protection need not notify the holder of an engineer-in-training or surveyor-in-training license of the date of expiration of the license other than to publish it annually in the roster.

(Effective November 19, 1984)

## **Sec. 20-300-12. Code of ethics**

(a) The Board adopts the following rules of professional conduct as the code of ethics for professional engineers and land surveyors.

In order to establish and maintain a high standard of integrity, skills and practice in the profession of engineering and land surveying and to safeguard the life, health, property, and welfare of the public, the following rules of professional conduct are promulgated and shall be binding upon every person holding a license as a professional engineer or land surveyor and on all partnerships or corporations or other legal entities authorized to offer or perform engineering and/or land surveying services in Connecticut.

The rules of professional conduct as promulgated herein are an exercise of the police power vested in the board by virtue of the acts of the legislature, and as such, the board is authorized to establish conduct, policy, and practices in accordance with the powers hereinabove stated.

All persons licensed under the provisions of Chapter 391 of the general statutes of Connecticut are charged with having knowledge of the existence of these rules of professional conduct, and shall be deemed to be familiar with their several provisions and to understand them. Such knowledge shall encompass the understanding that the practice of engineering and land surveying is a privilege, as opposed to a right, and the licensee shall be forthright and candid in his or her statements or written response to the board or its representatives on matters pertaining to professional conduct.

(1) The engineer or land surveyor shall at all times recognize his or her primary obligation to protect safety, health, and welfare of the public in the performance of his or her professional duties. If his or her professional judgment is overruled under circumstances where the safety, health and welfare of the public are endangered, he or she shall inform his or her employer of the possible consequences and notify such other proper authority of the situation, as may be appropriate.

(2) The engineer or land surveyor shall undertake to perform engineering or land surveying assignments only when qualified by education or experience in the specific technical field of professional engineering or land surveying involved.

(3) The engineer or land surveyor may accept an assignment requiring education or experience outside of his or her own field of competence, but only to the extent that such services are restricted to those phases of the project in which he or she is qualified. All other phases of such project shall be performed by qualified associates, consultants, or employees.

(4) The engineer or land surveyor shall not affix his or her seal to any plan, map,

survey, sketch, drawing, specification, or other document not prepared personally or under his or her supervisory control.

A licensee may seal, or sign and seal, documents not prepared by the licensee or by an employee under the licensee's supervisory control, provided the licensee shall prepare, and retain for a period of not less than six years, a thorough written evaluation of the professional services represented by the documents, including but not limited to, drawings, specifications, reports, design calculations and references to applicable codes and standards. Such written evaluation shall clearly identify the project and the documents to which it relates, the sources of the documents and the name of the person or organization for which the written evaluation was conducted and the date of the evaluation; and the seal and signature of the licensee shall also be affixed thereto.

(5) The engineer or land surveyor shall be completely objective and truthful in all professional reports, plans, maps, surveys, sketches, drawings, specifications, other documents, statements, or testimony. He or she shall include all relevant and pertinent information in such reports, plans, maps, surveys, sketches, drawings, specifications, other documents, statements, or testimony.

(6) The engineer or land surveyor when serving as an expert or technical witness before any court, commission, or other tribunal, shall express an opinion only when it is founded upon adequate knowledge of the facts in issue, upon a background of technical competence in the subject matter, and upon honest conviction of the accuracy and propriety of his or her testimony.

(7) The engineer or land surveyor shall issue no statement, criticisms, or arguments on engineering or land surveying matters connected with public policy which are inspired or paid for by an interested party, or parties, unless he or she has prefaced such comment by explicitly identifying himself or herself by disclosing the identities of the party or parties on whose behalf he or she is speaking, and by revealing the existence of any pecuniary interest he or she may have in the instant matter.

(8) The engineer or land surveyor shall conscientiously avoid conflicts of interest with his or her employer or client, but, when unavoidable, the engineer or land surveyor shall forthwith disclose the circumstances to his or her employer or client. The engineer or land surveyor shall not review or influence the decision of his or her own or his or her firm's work for any public body on which he or she may serve.

(9) The engineer or land surveyor shall avoid all known conflicts of interest with his or her employer or client and shall promptly inform his or her employer or client of any business association, interest, or circumstances which could influence his or her judgment or the quality of his or her services.

(10) The engineer or land surveyor shall not accept compensation, financial or otherwise, from more than one party for services on the same project, unless the circumstances are fully disclosed to, and agreed to, by all interested parties. The engineer or land surveyor shall not permit any person to share in the fees for professional services, other than: A partner, employee, associate in a professional firm or corporation, subcontractor or consultant. This prohibition shall include any arrangement or agreement whereby the amount received in payment for furnishing professional services, personnel services, space, facilities, or equipment used by a

professional licensee constitutes a percentage of, or is otherwise dependent upon, the income or receipts of the licensee from such practice.

(11) The engineer or land surveyor shall not solicit or accept financial or other valuable consideration from material or equipment suppliers for specifying his or her product.

(12) The engineer or land surveyor shall not solicit or accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with his or her client or employer in connection with work for which he or she is responsible.

(13) The engineer or land surveyor shall not solicit or accept an engineering or land surveying contract from a governmental body on which the principal or officer of his or her organization serves as a member. He or she shall not participate as a member, advisor or employee of a governmental body in those actions or deliberations which pertain to services provided to the governmental body by the practitioner or his or her organization.

(14) The engineer or land surveyor shall not offer to pay, agree to pay, conspire to pay, or pay either directly or indirectly, any commission, political contribution or gift, or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies.

(15) The engineer or land surveyor shall not falsify or permit misrepresentation of his or her, or his or her associates', academic or professional qualifications. He or she shall not misrepresent or exaggerate his or her degree of responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures, or this or their past accomplishments with the intent and purpose of enhancing his or her qualifications and work.

(16) The engineer or land surveyor shall not knowingly associate with or permit the use of his or her name or firm name in a business venture by any person or firm which he or she knows, or has reason to believe, is engaging in business or professional practices of a fraudulent or dishonest nature.

(17) If the engineer or land surveyor has knowledge or reason to believe that another person or firm may be in violation of any of these provisions, he or she shall present such information to the board in writing, as specified in section 20-300-14a, and shall cooperate with the board in furnishing such further information or assistance as may be required by the board.

(Effective August 23, 1994)

### **Sec. 20-300-13.**

Repealed, October 19, 1965.

### **Sec. 20-300-14.**

Repealed, November 19, 1984.

### **Sec. 20-300-14a. Complaints and adjudication procedures**

This board will be governed by the complaint and adjudication procedures of the Department of Consumer Protection as approved by the Commissioner of Consumer Protection, and published in the Regulations of Connecticut State Agencies, as amended.

All complaints received by the board will be forwarded to the Commissioner of Consumer Protection for investigation under the uniform rules of procedure concerning boards and commissions within the jurisdiction of the Department of Consumer Protection, as defined in Section 21a-9a-1 through section 21a-9a-11, inclusive, of the Regulations of Connecticut State Agencies, its amendments or revisions.

(Effective November 19, 1984)

### **Sec. 20-300-15. Layout technician**

(a) An automatic fire sprinkler system layout technician's license may be issued to any person who has received level III certification from the National Institute for Certification in Engineering Technologies in the field of fire protection engineering technology or a subfield of automatic sprinkler system layout.

(b) The application shall be made on forms prescribed and furnished by the department of consumer protection. Information supplied by the applicant on said form shall be typewritten except for signatures and the photograph attached to the application must be of a proper size as indicated on the application.

(c) The non-refundable application fee shall be seventy-five dollars (\$75.00).

(d) Included with the application shall be the names and addresses of at least three persons familiar with the applicant's education and experience.

(e) The license fee shall be one hundred fifty dollars (\$150.00).

(f) The Board shall issue to each successful applicant a wallet card certifying that the applicant holds a license as an automatic fire sprinkler system layout technician.

(g) Each licensee, upon notification of licensure will be authorized to obtain an official seal as shown in figure #1 below. The seal and signature shall be applied to all documentation that the licensee is authorized by statute to seal and sign. Where the documents are bound together, the application of the seal and signature on one sheet or page shall be considered sufficient, except in filing plans for building permits and appurtenant structures where each sheet shall be sealed and signed. The licensee shall not affix his seal or signature to any document not prepared personally by the licensee or under his direct supervision.

(h) The Board may impose any of the sanctions contained in Sections 20-307a, 21a-7 and 21a-9 of the Connecticut General Statutes if the licensee performs negligent or incompetent work; engages in conduct of a character likely to mislead, deceive or defraud the public or the Board; or violates any of the provisions of Chapter 391 of the Connecticut General Statutes or the regulations promulgated thereunder.

(i) All persons licensed under the provisions of Section 20-304a of the Connecticut General Statutes are charged with having knowledge of the existence of these rules shall be deemed to be familiar with their several provisions and to understand them. Such knowledge shall encompass the understanding that the practice of automatic fire sprinkler system layout is a privilege, as opposed to a right, and the licensees

shall be forthright and candid in his or her statements or written response to the board or its representatives.

Figure #1

(Effective November 19, 1993)