



**STATE BOARD FOR ENGINEERING, LAND SURVEYING AND GEOLOGY  
OFFICE OF THE PROFESSIONS**

89 Washington Avenue – Catalog Room – Albany, NY 12234

Remote locations:

295 Main St., Suite 562 – Buffalo, NY 14203

250 Veterans Memorial Highway – Room 3A-15 – Hauppauge NY 11788

**Thursday, December 11, 2025 – 9:30am**

**OPEN SESSION AGENDA**

1. CALL TO ORDER
2. INTRODUCTIONS
3. APPROVAL OF SEPTEMBER 4, 2025 MEETING MINUTES (*packet pages 4-8*)
4. CHAIR / VICE-CHAIR REPORTS
5. EXECUTIVE SECRETARY REPORT
  - a. Board Office Report (*packet pages 9-10*)
  - c. Public Member Vacancy
  - d. Future Board Members
  - e. Ethics Training
6. COMMITTEE CHAIR REPORTS & ASSOCIATED BUSINESS
  - a. Professional Engineering
    - Past
      - i. 10/15/25 – NCEES State of the Council Meeting
      - ii. 10/22/25 – NCEES Structural Exam Webinar
    - Upcoming
      - iii. 1/23/25 – Committee Meeting – Application reviews
      - iv. 1/26 – 1/27/26 – ACEC-NY Conference – Albany, NY
        - 1/26 – NYSED Ethics Presentation
      - v. 2/12-2/13/26 – Capital District Engineer's Week – Albany, NY
        - 2/12 – NYSED Ethics Presentation
      - vi. 5/12/26 – ASCE New York State Council Convention – Albany, NY
      - vii. 5/14 – 5/16/26 – NCEES Central/Northeast Zone Joint Interim Meeting – Columbus, OH
      - viii. 8/18 – 8/21/26 – NCEES Annual Meeting – Henderson, NV
      - ix. 8/5 – 8/7/26 – NSPE Annual Meeting (NSPE-NY 100<sup>th</sup> Anniversary) – New York, NY
      - x. 8/18 – 8/21/27 – NCEES Annual Meeting – Verona, NY

**b. Land Surveying**

**Past**

- i. 9/5 – 9/6/25 – NYS Specific Exam Prep Workshop – NYSAPLS – Saratoga, NY
- ii. 9/12/25 – NYS Specific LS Exam
- iii. 9/26/25 – Committee Meeting – NYS Specific Exam Results Review
- iv. 11/21/25 – Committee Meeting – NYS Specific Exam Challenges and Item Selection

**Upcoming**

- v. 12/18/25 – WSWHE BOCES Career Day – Holbritter, L.S. (w/NYSAPLS) – Saratoga, NY
- vi. 1/26 – 1/28/26 – NYSAPLS Annual Conference – Saratoga, NY
  - 1/26 – New Licensee Ceremony
  - 1/28 – NYSED Application Prep Course
  - 1/28 – How to prepare to pass the NYS L.S. Exam
- vii. 2/6/26 – NYSED Ethics Webinar (hosted by NYSAPLS)
- viii. 3/6/26 & 9/18/26 – NYS Specific LS Exam Dates
- ix. 4/10 – 4/11/26 – NYS Specific Exam Prep Workshop - NYSAPLS – Saratoga, NY

**c. Geology**

**Past**

- i. 10/16/25 – Committee Meeting – LQ Program content
- ii. 10/14-10/15/25 – ASBOG Administrator’s Workshop and Annual Meeting
- iii. 12/3/25 – Committee Meeting – LQ Program content
- iv. 11/11 – 11/13/25 – Geology Days

**Upcoming**

- i. 3/21 – 3/24/26 – NEGSA: Hartford, CT
- ii. 2026 Spring – NYSCPG – Application Prep Course
- iii. 2027 - NEGSA: Albany, NY

**d. Access & Outreach to the Professions**

- i. New York Association of Towns – Outreach (*packet pages 11-12*)
- ii. Outreach material development with professional associations

**e. Education**

**Past**

- i. 10/9/25 – Committee Meeting – Program comment reviews

**f. Legislation**

- i. Legislative Tracker (*packet pages 13-15*)
- ii. Landscape Architecture Continuing Education (A7561/S7220) (*packet pages 16-18*)

**g. Project Delivery Methods**

**7. CONTINUING BUSINESS**

- a. Continuing Education
- b. Practice Guidelines and Web Content
- c. New York State Specific Land Surveying Exam
- d. NCEES & ASBOG Model Law, Rule, and Regulation Comparative Review
- e. Experience and Examination Decoupling

**7. CONTINUING BUSINESS (*cont'd*)**

- f. Licensing Exam Histories (*packet pages 19-29*)**
- g. Fraudulent Use of Seals (*packet pages 30-36*)**
- h. Application Experience Forms (*packet pages 37-77*)**

**8. NEW BUSINESS**

- f. 2026 Board Chair, Vice-Chair Elections**
- g. 2026 Committee Chairs (*packet pages 78-79*)**
- h. Artificial Intelligence (*packet pages 80-87*)**
- i. Future Board Meeting Agendas**

**9. RESOLUTION FOR ADJOURNMENT**

*~ 2026 Tentative Board Meetings: 3/12, 6/11, 9/10, 12/10 ~*

**STATE BOARD FOR ENGINEERING, LAND SURVEYING AND GEOLOGY  
OFFICE OF THE PROFESSIONS**

89 Washington Avenue, Albany, NY 12234

Remote Location:

295 Main St Suite 562 Buffalo, NY 14203

September 4, 2025 - 9:30 A.M.

**OPEN SESSION MINUTES**

**Primary Board Members Present:**

- J. Martin, P.E. (Chair)
- B. Holbitter, L.S. (Vice Chair)
- R. Nogle, P.E., left at 12:01 P.M.
- R. Watt, P.G. (remote in Buffalo, NY)
- J. Janora, P.G.
- S. Alampalli, P.E.
- R. Frandina, P.E., L.S.
- M. Rygel, P.G.
- P. VanHaverbeke, L.S.
- D. D'Angelo, P.E.
- G. Marcus, P.E., arrived at 9:35 A.M., left at 1:06 P.M., returned at approximately 1:10 P.M.
- F. Flanagan, L.S., arrived at 9:42 A.M.
- T. Mitchell, P.E., left 11:22 A.M., returned 11:26 A.M.; left at 12:32 P.M., returned at 12:38 P.M.

**Extended Board Members Present:**

- None

**Primary Board Members Absent:**

- L. Woods, P.E.
- S. Porter, L.S.

**Department Personnel:**

- E. Greppo, P.E. – Executive Secretary (ES)
- K. Fitzgerald – Associate in Professional Education
- N. Brooks – Administrative Assistant I, left at approximately 9:40 A.M.

**Visitors:**

- Campbell Wallace – NYSCPG, left at 1:05 P.M.
- Kate Knight – Catalyst Government Relations, representing Rochester Institute of Technology, left at approximately 11:40 A.M.

## 1. Call to Order – Open Session

Chair Martin called the Open Session to order at 9:32 A.M.

## 2. Introductions

Board members, department staff, and visitors provided brief introductions.

## 3. Meeting Minutes

The Open Session meeting minutes from June 5, 2025, were reviewed.

**Motion** – Mitchell/Janora: Approve June 5, 2025, meeting minutes.  
**PASSED UNANIMOUSLY.**

## 4. Chair and Vice Chair Reports

Chair Martin mentioned that he may observe an upcoming ABET accreditation review. He deferred additional commentary to committee reports and associated business.

Vice Chair Holbriiter shared that he was asked by NCESS to be a member on their Committee on Examinations for Professional Surveyors (EPS). He deferred additional commentary to committee reports and associated business.

## 5. Executive Secretary Report

- The P.E. application queue contained 77 applications as of September 3, 2025.
- ES continues to solicit nominations for the Board's vacant Public Member position.
- A reminder was given to complete the NYS mandatory ethics training and to contact ES with SharePoint access issues.
- Pages 8-13 of the Open Session packet contains the full Board Office Report, including NYSED/OP/Staff Outside Activities, Education Program Approvals, License Statistics, and Office of Professional Discipline Enforcement Actions.

## 6. Professional Engineering (P.E.) Committee Report

Chair Nogle summarized the 6/27/2025 committee meeting where the practice guidelines were reviewed. Additional committee meetings to complete this review will be scheduled (dates TBD). Key professional association/organization meetings in 2025 and 2026 are listed on page 1 (6.a.) of the Open Session packet.

## 7. NCEES Annual Meeting

The NCEES Annual Meeting was held August 19 – 22, 2025 in New Orleans, LA. Attendees included ES and Members Alampalli, Frandina, Martin, Nogle and Porter; J. DeJesus from the Office of Professional Discipline (OPD) attended as well. An Artificial Intelligence Policy was adopted. NCEES model law was amended to include an Engineering Technology education pathway. A NCEES Experience Record development guidance document was developed for member board and

licensure applicant reference. NCEES 'Professional Activities and Knowledge Study' (PAKS) questionnaires were discussed including their impact on exam content and future exams.

Most annual meeting attendees provided their observations and thoughts. Discussion topics included licenses for sub-disciplines, industrial exemption, exam changes, and experience and examination decoupling.

A future Board meeting topic was suggested on the evolution of the engineering examinations. Over the years there have been significant changes to the content and focus of each P.E. and F.E. discipline exam. One example is that the exams are now offered via computer-based testing (CBT) format. ES added that for land surveying it is important to understand the national exam to inform the NYS-specific exam.

#### **8. Land Surveying (L.S.) Committee Report**

Chair Holbitter noted that the committee met on June 17 and July 22, 2025, to review and propose updates and changes to the NY Careers page and online FAQ's. ES will handle next review steps. Potential new exam items were proposed during the July meeting. The timing of the NYSAPLS NYS Exam Review Course was discussed. The full list of 2025 and 2026 exam dates, workshops, and L.S. committee meetings are listed at on pages 1-2 (6.b.) in the Open Session packet. ES mentioned scheduling an exam item writing workshop (date TBD).

#### **9. Professional Geology (P.G.) Committee Report**

Chair Watt remarked that the committee met on June 23 and July 14, 2025, regarding endorser requirements and licensure qualifying (LQ) program content. Professional practice in Geology began March 1, 2019. ES commented that the committee will begin working on Practice Guidelines once the P.E. and L.S. updates are proposed. Member Rygel is assisting the ES on internal form updates. NYSED outreach presentations are being planned to discuss LQ programs and licensure with higher education institutions and students. The list of 2025 meetings and conferences is listed on page 2 (6.c.) in the Open Session packet.

#### **10. Access & Outreach to the Professions Committee Report**

ES reported in Chair Woods's absence and mentioned potential outreach to the New York State Building Officials Conference, among other stakeholders. As part of the conversation on the Official's role, it was commented that municipalities should be alerted that permits need a stamp and seal.

ES is working internally to coordinate outreach with NYC DOB. Webinars for the practicing community, colleges, student chapters, high schools, state agencies and authorities were also discussed. Outreach is slated for Geology Days and the NYSAPLS Conference (dates are listed in the open session packet).

#### **11. Education Committee Report**

Chair Mitchell reported that the committee has not met and there is one (1) active review. Additional information on the active review will be shared in Executive Session. ES may attend an ABET Accreditation observation in October.

## 12. Legislation Committee Report

Chair Janora mentioned a few notes from the end of the legislative session in June. All bills introduced in this session will continue to be tracked. Pages 20-23 in the open session packet contain the legislative tracker, which includes bill status.

## 13. Project Delivery Methods Committee Report

Chair D'Angelo commented, among other things, that the committee is monitoring legislation, QBS, and local governments. Federal regulations will be monitored for their potential impact on project delivery. Chair D'Angelo has accepted a role as the Chair of the NAS TRB Committee on Construction Delivery Methods and Processes and is also now a member of the NCEES education committee.

## 14. Break

Open session adjourned for a break at 11:28 A.M. and resumed at 11:44 A.M.

## 15. Continuing Business

Regarding the fraudulent use of seals, ES provided a summary of NCEES' Law Enforcement session as conveyed to him by OPD attendee J. DeJesus. Background information was discussed related to bill (A2571A/S620A), which would allow grandfathered engineering corporations to pursue a P.G. Certificate of Authority. If the Department requests technical comment from the Board on this bill, the ES will coordinate as appropriate. ES also mentioned further conversations on licensure application review trends and observations related to continuing education.

## 16. New Business

Thoughts and reactions on the national trend of decoupling experience and examination licensure requirements was discussed. Currently, decoupling is reportedly administered in the following number of states: 16 (L.S.) 2, (P.G.) and over 30 (P.E.).

ES reminded new primary board members to complete the OPD new board member training by the end of 2025. He reminded primary board members of the extended board member roster and discussed the role and resource of the extended member.

An ad hoc committee on application experience forms has been created to review existing experience application forms and offer feedback for evolution. Members Mitchell, VanHaverbeke, and Rygel volunteered for the committee, along with Chair Martin. Once the committee report is developed, opinions will be solicited from the full board.

For informational purposes, ES will compare NCEES & ASBOG Model Laws, Rules and Regulations to New York State's. The ES will provide 2026 proposed board meeting dates for consideration and feedback.

## 17. Resolution for Executive Session and Adjournment

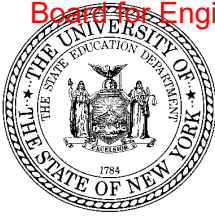
**Motion** – Alampalli/D'Angelo: Move to adjourn open session and move directly to Executive Session.  
**PASSED UNANIMOUSLY.**

Respectfully Submitted,

Eric Greppo, PE  
Executive Secretary

DRAFT





**STATE BOARD FOR ENGINEERING, LAND SURVEYING AND GEOLOGY  
OFFICE OF THE PROFESSIONS**

**Board Office Report – December 2025**

1. **BOARD OF REGENTS BOARD MEMBER (RE)APPOINTMENTS:**
  - a. N/A
2. **LICENSES:**
  - a. **P.E. Application Queue**
    - 73 as of 11/20/25
  - b. **New Licensees (thru 11/20/2025)**
    - P.E.: 1,803
    - L.S.: 44
    - P.G.: 21
  - c. **Registered (active) Licensees (thru 7/1/25)**
    - P.E.: 35,139
    - L.S.: 1,394
    - P.G.: 1,105
3. **EDUCATION PROGRAM APPROVALS: N/A**
4. **NYSED/OP/STAFF OUTSIDE ACTIVITIES:**
  - a. 9/5-9/6/25 – NYSAPLS NYS Exam Prep Course
    - Holbritter, L.S. Observer – *Partial attendance - observer*
  - b. 10/14 – 10/15-25 – ASBOG Administrator’s Workshop and Annual Meeting
    - Greppo (10/14-15), Rygel, P.G. (10/15)
  - c. 10/19 – 10/21-25 – ABET/ETAC Accreditation – Various Programs – SUNY Farmingdale
    - Greppo (observer)
  - d. 11/12/25 – NYSCPG Geology Days – Ethics Presentation
    - Greppo, Watt, P.G. (w/ NYSCPG – J. Nadeau / C. Wallace)
  - e. 11/13/25 – SUNY Farmingdale – ASCE Student Chapter Licensure Presentation
    - Greppo (virtual)
5. **OFFICE OF PROFESSIONAL DISCIPLINE:**
  - a. **Nathan Joseph Romeo; Horseheads, NY**
    - Profession: Land Surveyor; Lic. No. 050798; Cal. No. 34830
    - Regents Action Date: November 4, 2025
    - Action: Application for consent order granted.
    - Penalty agreed upon: Penalty agreed upon: 2 years stayed suspension, 2 years probation, \$750 fine.
    - Summary: Licensee did not contest the charge of having failed to accurately survey land.

**5. OFFICE OF PROFESSIONAL DISCIPLINE (*cont'd*)**

**b. Michael Edward Gillespie; Hopewell Junction, NY**

- **Profession:** Professional Engineer; Lic. No. 074666; Cal. No. 34316
- **Regents Action Date:** September 9, 2025
- **Action:** Application for consent order granted.
- **Penalty agreed upon:** 2 years stayed suspension, 2 years probation, \$3,500 fine.
- **Summary:** Licensee did not contest the charge of failing to complete work congruently, failing to place a required warning on the drawings/report, and causing unnecessary delays.

**c. Oleg Ruditsler; Brooklyn, NY**

- **Profession:** Professional Engineer; Lic. No. 085125; Cal. No. 34722
- **Regents Action Date:** September 9, 2025
- **Action:** Application for consent order granted.
- **Penalty agreed upon:** 4 years stayed suspension, 4 years probation, \$10,000 fine.
- **Summary:** Licensee did not contest the charge of filing a TR-8 Statement of Responsibility for Energy Code Progress Inspections, with the New York City Department of Buildings, that contained thirty-eight (38) errors or omissions, and filing five professionally certified applications with the New York City Department of Buildings that contained violations of the Rules of the City of New York.

# BE AWARE

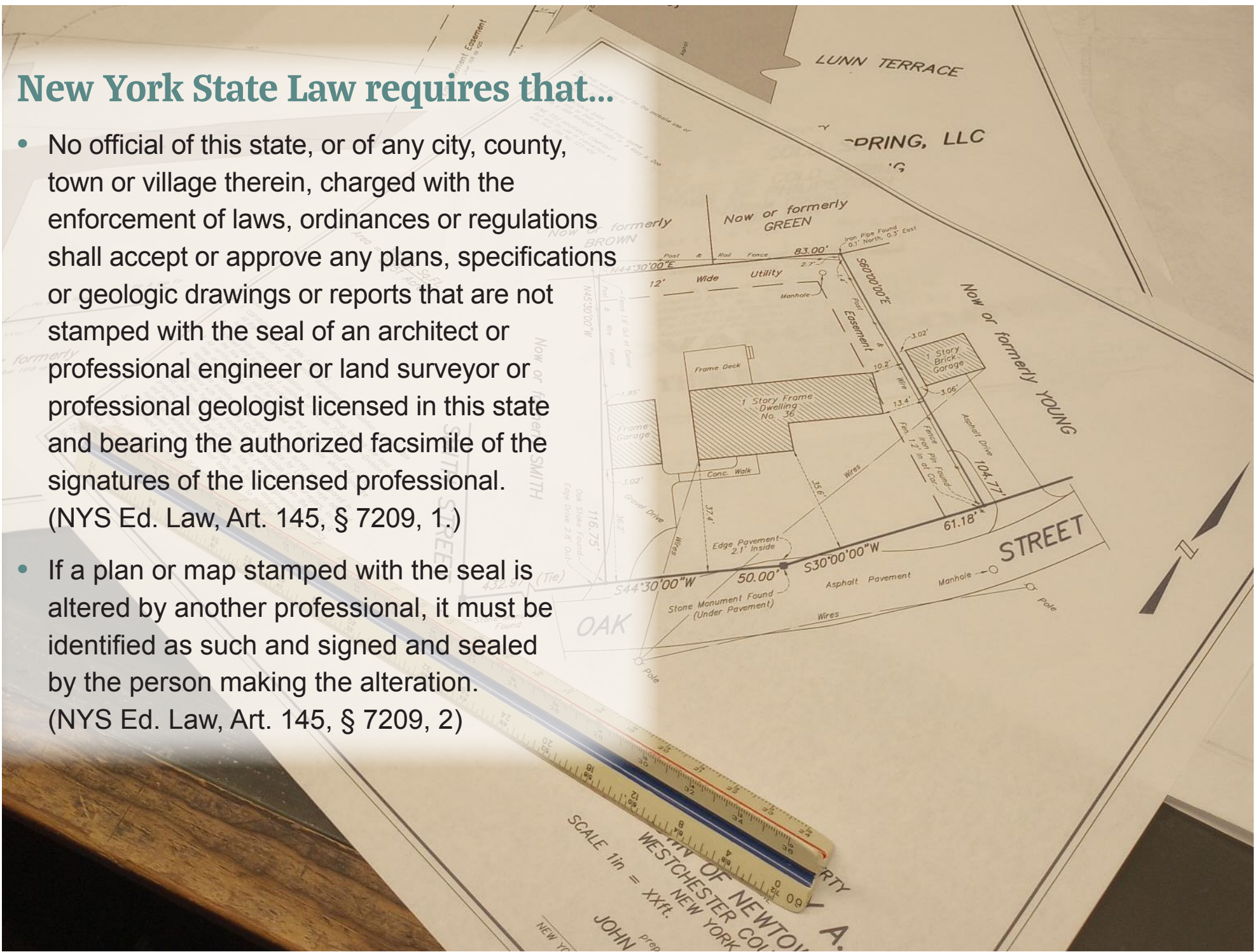
## CERTAIN MAPS AND PLANS MAY NOT BE APPROPRIATE FOR SUBMISSION TO THIS OFFICE

### DO YOU KNOW...

State and Federal Laws protect professionally prepared surveys, maps and plans from unauthorized alteration and copying. For instance, the New York State Education Law clearly states that the work product of a Land Surveyor or Professional Engineer may not be altered by anyone without the legal authority to do so. Most professionally prepared plans and specifications such as those prepared by a Registered Architect or Landscape Architect are protected by Federal Copyright Law.

### New York State Law requires that...

- No official of this state, or of any city, county, town or village therein, charged with the enforcement of laws, ordinances or regulations shall accept or approve any plans, specifications or geologic drawings or reports that are not stamped with the seal of an architect or professional engineer or land surveyor or professional geologist licensed in this state and bearing the authorized facsimile of the signatures of the licensed professional. (NYS Ed. Law, Art. 145, § 7209, 1.)
- If a plan or map stamped with the seal is altered by another professional, it must be identified as such and signed and sealed by the person making the alteration. (NYS Ed. Law, Art. 145, § 7209, 2)





# Regulations and Guidelines

## Regarding the Acceptance of Surveys, Maps and Plans by Public Officials in New York State

### DO YOU KNOW...

State and Federal Laws protect professionally prepared surveys, maps and plans from unauthorized alteration and copying. For instance, The New York State Education Law clearly states that the work product of a Land Surveyor or Professional Engineer may not be altered without the legal authority to do so. Most professionally prepared plans and specifications such as those prepared by a Registered Architect or Landscape Architect are protected by Federal Copyright Law.

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- If a plan or map stamped with the seal is altered by another professional, it must be identified as such and signed and sealed by the person making the alteration. (NYS Ed. Law, Art. 145, § 7209, 2)

#### Best Practices for Public Officials

- Municipal agencies should confirm that a map or site plan based on a survey reflects the current conditions, certified to by a licensed land surveyor.
- Municipal agencies should confirm that the surveyor of record review and certify the computations and mapping for a subdivision when submitted with the site development plan for the subdivision.
- Only a current survey, certified to the current owner and showing proposed improvements and proposed offsets should be accepted as the basis for an area variance.
- Municipalities should confirm the professional has a certificate of authorization.
- Any submission or request for approval of any document which reflects dimensions or setbacks, existing or proposed, between structures and property lines requires certification from a land surveyor.
- Municipal boards should verify that the professionals signing maps, plats and surveys are licensed and registered, and that there is a licensed profession currently involved and acting for the benefit of the client or applicant.
- Municipal reviewers should confirm that the land surveyor signing the subdivision plat has in fact reviewed and checked its correctness and that the lots or parcels meet the current zoning for area, frontage, width, depth or other dimensional requirements. It is suggested that a letter of confirmation by the professional or acknowledgment on the face of the plat should be required.



## Board for Engineering, Land Surveying &amp; Geology

Bill Number (25-26 Session)			
Assembly Link	Senate Link	Status	Summary Text
<a href="#">A5713</a>	<a href="#">No Senate Bill</a>	Assembly Higher Education	Requires professional engineers, land surveyors and professional geologists to report structural faults within forty-eight hours.
<a href="#">A1453</a>	<a href="#">No Senate Bill</a>	Assembly Energy	Creates a <b>citizen advisory panel</b> consisting of six permanent and three rotating members to prepare a report on any application for certificate of any <b>major electric generating facilities</b> .
<a href="#">A483</a>	<a href="#">S5392</a>	Assembly Higher Education / Passed Senate	<b>Business Entities - Not-for-Profits</b> - Permits certain not-for-profit corporations engaged in engineering for certain conservation efforts to do business or provide professional engineering, land surveying or professional geology services in the state
<a href="#">2025 State of the State</a>	<a href="#">2025 State of the State</a>	<a href="#">FY2026 Budget</a>	<b>Expand Alternative Project Delivery Methods</b> - To improve efficiency of project delivery, the governor will work to amend the Infrastructure Investment Act and other relevant statutes to allow more flexibility in project delivery methods. This may include alternatives to design-bid-build such as progressive design build, construction manager build, and construction manager as constructor.
<a href="#">A2571A</a>	<a href="#">S620A</a>	Assembly Higher Education / Passed Senate	<b>Relates to the practice of professional geology</b> . Adds practice of geology to grandfathered corporations.
<a href="#">A4907</a>	<a href="#">S2146</a>	Senate Advanced to Third Reading / Assembly Higher Education	<b>Provides statute of limitations (repose) for design professions</b> . Repeals and reenacts statute of limitation provisions on wrongful death, personal injury and property damage actions against professional engineers, architects, landscape architects, land surveyors and construction contractors to provide for a limitations period of ten years after completion of improvement to real property; "completion", which constitutes the accrual date for the limitations period, is defined; provides for a one year extension for injuries to person or property or wrongful death which occur during the tenth year after completion.
<a href="#">A6506</a>	<a href="#">S1533</a>	Senate Environmental Conservation / Assembly Environmental Conservation	<b>Inspections</b> - Requires the commissioner of environmental conservation to establish standards for and a program of inspection and certification of green roofs prior to and after installation, including standards for environmentally acceptable chemical fertilizers and the testing of runoff water for evidence of such fertilizers...
<a href="#">A4840</a>	<a href="#">S1141</a>	In Committee Assembly / In Committee Senate	<b>Certified Interior Designer Standards</b> - Relates to the educational and examination requirements for certification as a certified interior designer; provides an exemption from the education requirements for architects licensed under article one hundred forty-seven of the education law.
<a href="#">No Assembly Bill</a>	<a href="#">S3268</a>	Senate Procurement And Contracts	<b>Relates to comprehensive delivery</b> of infrastructure delivered between a public entity and a development entity consolidating at least two or more of design, construction, finance, operations and/or maintenance work, including construction manager or construction manager at risk; authorizes a public entity to pursue certain authorized projects; provides for project funding and authorizes the public entity to accept from any source any grant, donation, gift or other form of conveyance of land, money; provides for labor and public interest protections; makes related provisions.

## Board for Engineering, Land Surveying &amp; Geology

Assembly Link	Senate Link	Status	Summary Text
<a href="#">A4942</a>	<a href="#">S3287</a>	Senate Higher Education / Assembly Higher Education	<b>Engineering Technology Experience Requirements.</b> Provides that an applicant with a bachelor's degree or higher in engineering technology and an applicant with a bachelor's degree or higher in engineering shall have the same number of education and experience credit requirements, shall have the same eligibility for an identification card as "an engineer in training", as well as examination and examination eligibility requirements.
<a href="#">No Assembly Bill</a>	<a href="#">S3038</a>	Senate Environmental Conservation	Enacts the " <b>private well testing act</b> "; authorizes the department of health to promulgate rules and regulations to establish standards for the testing of drinking water from privately owned wells.
<a href="#">A902</a>	<a href="#">S2588</a>	Senate Education / Assembly Education	<b>Authorizes the provision of site mapping</b> for emergency response data with school safety plans; provides for the funding of such mapping data.
<a href="#">A4680</a>	<a href="#">No Senate Bill</a>	Assembly Governmental Operations	Enacts the New York <b>emergency responder act</b> limiting the liability of certain emergency responders.
<a href="#">A3810</a>	<a href="#">No Senate Bill</a>	Assembly Cities	Requires specific review procedures for approval of <b>development projects in marshlands</b> by the city planning commission including site plans, surveys, environmental review and community hearings and input.
<a href="#">A5520</a>	<a href="#">S4577</a>	Senate Procurement And Contracts / Assembly Corporations, Authorities And Commissions	<b>Qualifications Based Selection (QBS)</b> - Requires public authorities to negotiate with most qualified architectural and engineering professional firms before negotiating with other firms
<a href="#">A2646</a>	<a href="#">S5190</a>	Senate Higher Education / Assembly Higher Education	Provides for the trustees of the state university of New York to establish a four-year college of engineering and applied sciences in the city of Yonkers within the state university system.
<a href="#">A7379</a>	<a href="#">S4591</a>	Senate Procurement And Contracts / Assembly Governmental Operations	<b>Relates to the Liability of Design Professionals.</b> Prohibits broad indemnification by a design professional of a state or local agency or political subdivision involving public work for contracts except to the extent that damages were caused by or are the proximate result of the negligence, recklessness, or willful misconduct of the design professional.
<a href="#">A6269</a>	<a href="#">S5364</a>	Senate Procurement And Contracts / Assembly Corporations, Authorities And Commissions	<b>Prohibits broad indemnification by a design professional</b> of a state or local agency or political subdivision involving public work for contracts except to the extent that damages were caused by or the result of the negligence, recklessness, or willful misconduct of the design professional.
<a href="#">No Assembly Bill</a>	<a href="#">S4877</a>	Senate Consumer Protection	Establishes the water-based fire protection licensure act, setting forth licensure requirements for contractors engaged in the business of the layout, installing, repairing, inspecting, testing, or maintaining of water-based fire protection systems and components.
<a href="#">S6482 (A5622)</a>	<a href="#">S6482</a>	On Floor Calendar Assembly / Passed Senate	<b>12-Year Ladder Bill for Geology</b> - Provides that the education requirements to be licensed as a professional geologist may be partially substituted by practical experience; relates to the issuance of an identification card as a geologist in training.
<a href="#">A5678</a>	<a href="#">No Senate Bill</a>	Assembly Governmental Operations	Increases to \$50,000 the cost of the construction of a building, structure or public work, above which a professional engineer, land surveyor or architect must be utilized to plan and supervise the construction thereof.
<a href="#">A5838</a>	<a href="#">No Senate Bill</a>	Assembly Governmental Operations	Requires municipalities which issue building permits to provide pre-approved construction documents at no cost for the types of residential buildings permitted to be constructed in such jurisdiction.
<a href="#">A6529</a>	<a href="#">No Senate Bill</a>	Assembly Economic Development	Relates to fire suppression systems and licensing professionals to perform authorized work on fire suppression systems. This act provides for the establishment of minimum standards for licensure of water-based fire protection system installation, servicing, repairing, inspecting, testing, and maintenance. It establishes penalties for improper business practices and prohibits unlicensed activities.
<a href="#">A7051</a>	<a href="#">S7846</a>	Senate Education / Assembly Higher Education	Relates to redefining science, technology, engineering and math education (STEM).

## Board for Engineering, Land Surveying &amp; Geology

Assembly Link	Senate Link	Status	Summary Text
<a href="#">No Assembly Bill</a>	<a href="#">S5481</a>	Senate Higher Education	Provides that where mandatory continuing education programs are offered through electronic or other remote means where the licensee must provide proof of attendance by responding to a visual or auditory prompt in the program, such program shall conform to the most recent guidelines for website content accessibility guidelines.
<a href="#">No Assembly Bill</a>	<a href="#">S7104</a>	Senate Cities 1	Relates to false statements in documents submitted to the department of buildings of the city of New York.
<a href="#">A7561</a>	<a href="#">S7220</a>	Signed by Governor	Relates to continuing education requirements for landscape architects.
<a href="#">A7675</a>	<a href="#">S7217</a>	Senate Local Government / Assembly Local Governments	Authorizes a city, town or village to establish a program whereby a building permit may be issued based upon certification by a registered architect or professional engineer.

# STATE OF NEW YORK

7220

2025-2026 Regular Sessions

## IN SENATE

April 4, 2025

Introduced by Sen. WEBB -- read twice and ordered printed, and when printed to be committed to the Committee on Higher Education

AN ACT to amend the education law, in relation to continuing education requirements for landscape architects

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. Section 7328 of the education law, as added by chapter 683  
2 of the laws of 2005, is amended to read as follows:

3 § 7328. Mandatory continuing education for landscape architects. 1.  
4 (a) Each licensed landscape architect required under this article to  
5 register triennially with the department to practice in the state shall  
6 comply with provisions of the mandatory continuing education require-  
7 ments prescribed in subdivision two of this section except as set forth  
8 in paragraphs (b) and (c) of this subdivision. Landscape architects who  
9 do not satisfy the mandatory continuing education requirements shall not  
10 practice until they have met such requirements, and have been issued a  
11 registration certificate, except that a landscape architect may practice  
12 without having met such requirements if [~~he or she is~~] they are issued a  
13 conditional registration certificate pursuant to subdivision three of  
14 this section.

15 (b) Landscape architects shall be exempt from the mandatory continuing  
16 education requirement for the triennial registration period during which  
17 they are first licensed, in accordance with the intent of this section,  
18 an adjustment and/or exemption to the mandatory continuing education  
19 requirement may be granted by the department for reasons of health  
20 certified by an appropriate health care professional, for extended  
21 active duty with the armed forces of the United States, or for other  
22 good cause acceptable to the department which may prevent compliance.

23 (c) A licensed landscape architect not engaged in practice as deter-  
24 mined by the department, shall be exempt from the mandatory continuing  
25 education requirement upon the filing of a statement with the department

EXPLANATION--Matter in italics (underscored) is new; matter in brackets  
[~~-~~] is old law to be omitted.

LBD10831-02-5



1 declaring such status. Any licensee who returns to the practice of land-  
2 scape architecture during the triennial registration period shall notify  
3 the department prior to reentering the profession and shall meet such  
4 mandatory education requirements as shall be prescribed by regulations  
5 of the commissioner.

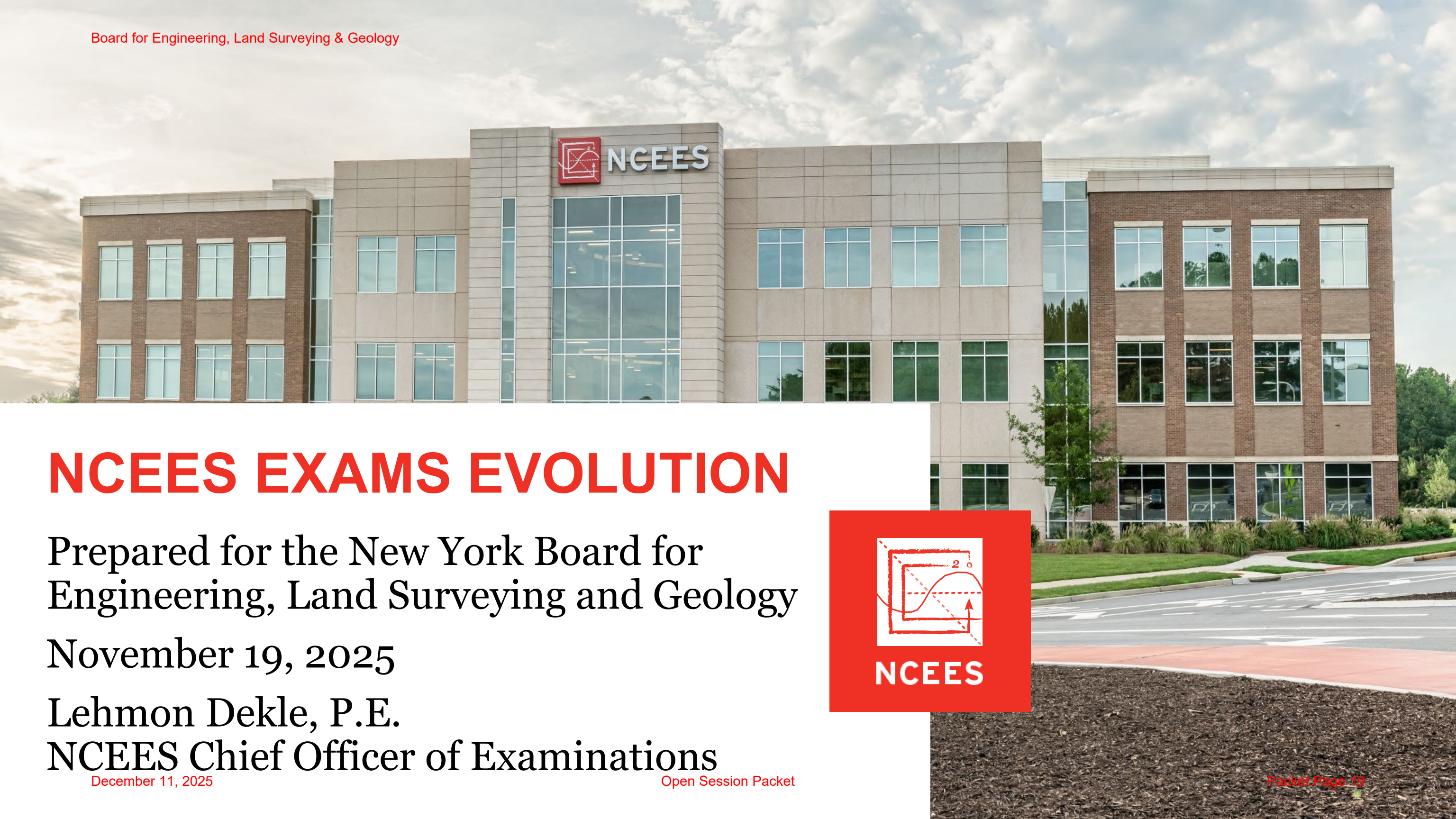
6 2. During each triennial registration period an applicant for regis-  
7 tration shall complete a minimum of thirty-six hours of acceptable  
8 continuing education, as specified in subdivision four of this section,  
9 provided that a minimum of twenty-four hours of such continuing educa-  
10 tion shall be in the areas of health, safety and welfare. [~~Up to one~~  
11 ~~half of the total hours of continuing education may consist of non-~~  
12 ~~course activities.~~] Any landscape architect whose first registration  
13 date following the effective date of this section occurs less than three  
14 years from such effective date, but on or after January first, two thou-  
15 sand seven, shall complete continuing education hours on a prorated  
16 basis at the rate of one hour per month for the period beginning January  
17 first, two thousand seven up to the first registration date thereafter.  
18 A licensee who has not satisfied the mandatory continuing education  
19 requirements shall not be issued a triennial registration certificate by  
20 the department and shall not practice unless and until a conditional  
21 registration certificate is issued as provided for in subdivision three  
22 of this section. [~~With the exception of continuing education hours taken~~  
23 ~~during the registration period immediately preceding the effective date~~  
24 ~~of this section, continuing education hours taken during one triennium~~  
25 ~~may not be transferred to a subsequent triennium]~~ No more than six  
26 continuing education hours taken during one triennium may be transferred  
27 to a subsequent triennium.

28 3. The department, in its discretion, may issue a conditional regis-  
29 tration to a licensee who fails to meet the continuing education  
30 requirements established in subdivision two of this section but who  
31 agrees to make up any deficiencies and complete any additional education  
32 which the department may require. The fee for such a conditional regis-  
33 tration shall be the same as, and in addition to, the fee for the trien-  
34 nial registration. The duration of such conditional registration shall  
35 be determined by the department but shall not exceed one year. Any  
36 licensee who is notified of the denial of registration for failure to  
37 submit evidence, satisfactory to the department, of required continuing  
38 education and who practices landscape architecture without such regis-  
39 tration, may be subject to disciplinary proceedings pursuant to section  
40 sixty-five hundred ten of this title.

41 4. As used in subdivision two of this section, "acceptable continuing  
42 education" shall mean courses of learning and educational activities  
43 [~~which~~] in landscape architecture, architecture, engineering, interior  
44 design, land surveying, and geology that may contribute to professional  
45 practice in landscape architecture and which meet the standards  
46 prescribed by regulations of the commissioner. Completing courses of  
47 learning and educational activities that fall within the scope of prac-  
48 tice of another licensed profession does not authorize a licensed land-  
49 scape architect to lawfully practice a profession that they are not  
50 authorized to practice as defined in section seventy-three hundred twen-  
51 ty-one of this article. The department may, in its discretion and as  
52 needed to contribute to the health and welfare of the public, require  
53 the completion of continuing education courses in specific subjects.  
54 5. Landscape architects shall maintain adequate documentation of  
55 completion of acceptable continuing education and educational activities  
56 and shall provide such documentation at the request of the department.

1     6. The mandatory continuing education fee shall be forty-five dollars,  
2     shall be payable on or before the first day of each triennial registra-  
3     tion period, and shall be paid in addition to the triennial registration  
4     fee required by section seventy-three hundred twenty-four of this arti-  
5     cle.  
6     § 2. This act shall take effect eighteen months after it shall have  
7     become a law. Effective immediately, the addition, amendment and/or  
8     repeal of any rule or regulation necessary for the implementation of  
9     this act on its effective date are authorized to be made and completed  
10    on or before such effective date.





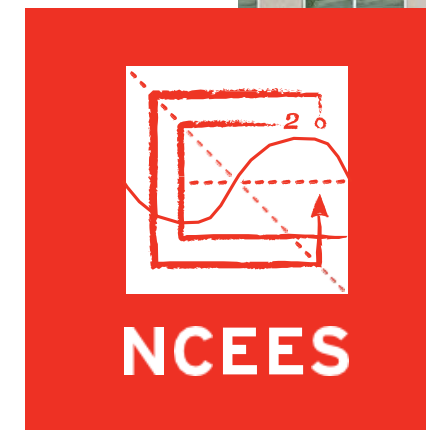
# NCEES EXAMS EVOLUTION

Prepared for the New York Board for  
Engineering, Land Surveying and Geology

November 19, 2025

Lehmon Dekle, P.E.

NCEES Chief Officer of Examinations



# PURPOSE OF THIS PRESENTATION

- Explain major exam format changes over time
- Review transition to CBT
- Summarize current examinations and formats
- Support the New York board



# EXAMINATION HISTORY

- 1996: Council voted to convert all essay-type PE exams to no-choice, objectively-scored examinations (except Structural)
- Early 2000's: conversion to multiple choice was completed
  - More objective grading
  - Improved pass/fail decision consistency
- 2010: Council voted to transition FE/FS exams to computer-based testing (CBT)
  - Closed-book exams with supplied references

# TRANSITION TO COMPUTER-BASED TESTING

- 2014: FE/FS exams transitioned to CBT
  - Administered at Pearson VUE testing centers
  - Benefits:
    - Year-round testing for high-volume exams
    - Faster results reporting to examinees and boards
    - Increased test security;
    - More consistent testing experience
- 2016: After Council vote, all PE and PS exams began converting to CBT
- 2024: Final exams (PE Structural) converted to CBT

# ENGINEERING EXAMINATIONS

■ Current engineering (PE) exam offerings:

Agricultural and Biological	Architectural	Chemical
Civil	Control Systems	Electrical and Computer
Environmental	Fire Protection	Industrial and Systems
Mechanical	Metallurgical and Materials	Mining and Mineral Processing
Naval Architecture and Marine	Nuclear	Petroleum
	Structural	

# ENGINEERING EXAMINATIONS

- Some engineering exams have been divided into subdisciplines (dating from decisions made in the 1990's)
  - Fundamentals of Engineering (FE): 7 disciplines
  - PE Civil: 5 disciplines
  - PE Electrical and Computer: 3 disciplines
  - PE Mechanical: 3 disciplines
  - PE Structural Breadth: Lateral and Vertical sections
  - PE Structural Depth: Lateral and Vertical sections, each available for Buildings or Bridges (4 sections)



# SURVEYING EXAMINATIONS

- Current surveying exam offerings:
  - Fundamentals of Surveying (FS)
  - Principles and Practice of Surveying (PS)
  - Public Land Survey System (PLSS) – in development

# EXAM AVAILABILITY

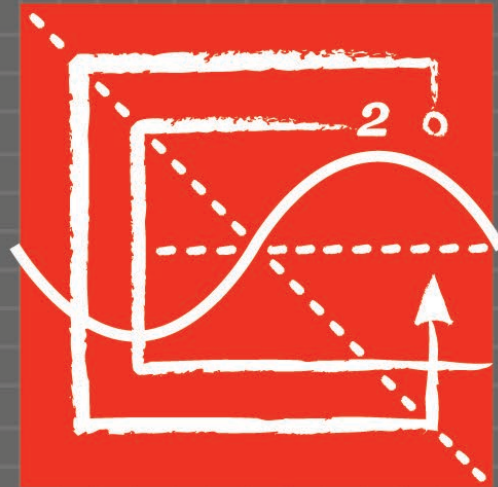
- Current exam availability:
  - FE, FS, PS, large-volume PE exams, PE Structural Breadth exams: year round
  - PE Structural Depth exams: 2 days per year (April and October)
  - Small-volume PE exams: 1 day per year (April or October)

# STATE-SPECIFIC EXAMS

- All states utilize NCEES exams for the examination component of engineering and surveying licensure
- Some boards require additional jurisdictional exams, especially surveying (NCEES does not track these exams)

# FOR ADDITIONAL INFORMATION

- See NCEES.org for detailed information regarding:
  - Exam specifications
  - Pass rates
  - Exam-day policies
  - Calculator policy
  - Practice exams
  - And more...
  
- NCEES YouTube channel has useful short videos



# NCEES

*advancing licensure for  
engineers and surveyors*

NEW BUSINESS

EXPANSION IN  
USE OF  
FRADULENT  
SEALS

MATT BURGESS

SECURITY OCT 10, 2025 5:00 AM

# North Korean Scammers Are Doing Architectural Design Now

New research shows that North Koreans appear to be trying to trick US companies into hiring them to develop architectural designs using fake profiles, résumés, and Social Security numbers.



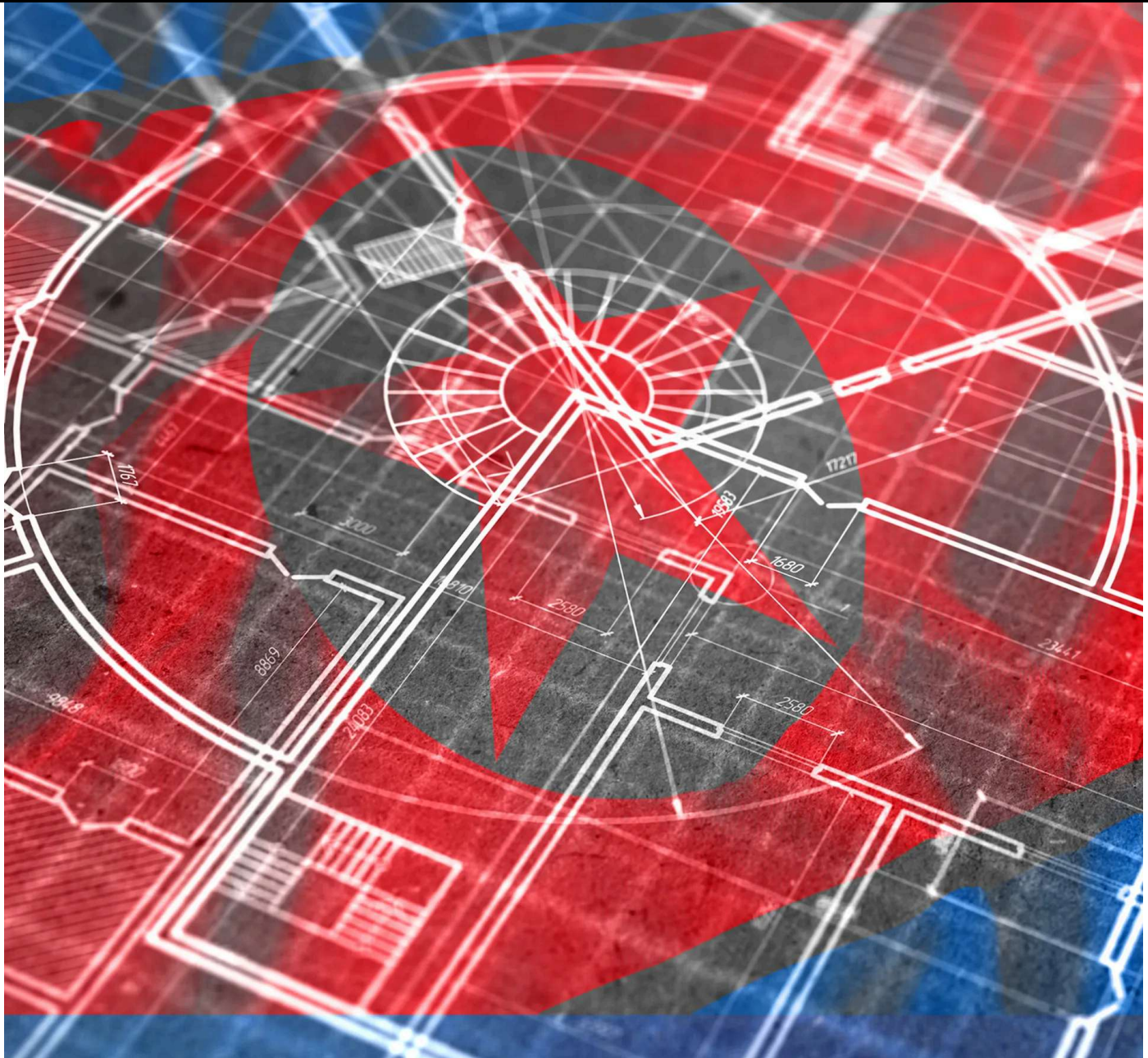


PHOTO-ILLUSTRATION: WIRED STAFF; GETTY IMAGES



SAVE THIS STORY

**TALENTED NORTH KOREAN** coders and developers have, for years, been getting hired for remote jobs at Western tech firms. Thousands of these so-called IT workers have earned billions for North Korea's authoritarian regime by developing apps, working on cryptocurrency projects, and infiltrating Fortune 500 companies—when

New analysis of exposed online accounts and files linked to suspected Democratic People's Republic of Korea (DPRK) digital laborers shows that at least one group has been working in a very different field: architecture and civil engineering. Over recent years, the cluster of workers has been masquerading as freelance structural engineers and architects, [according to a report shared](#) with WIRED by cybersecurity firm Kela, which dug into one network it links to North Korea.

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Files linked to the alleged North Korean operatives show 2D architectural drawings and some 3D CAD files for properties in the United States, Kela researchers say. In addition to the plans, the scammers were also seen claiming to advertise a range of architectural services and using, or creating, architectural stamps or seals, which [can](#) act as legal certification that drawings follow local building regulations.

“These operatives are active not only in technology and cybersecurity but also in industrial design, architecture, and interior design, accessing sensitive infrastructure and client projects under fabricated identities,” Kela writes in a [blog post](#). The United Nations [estimates](#) that thousands of IT workers raise between \$250 million and \$600 million for North Korea each year, with money being used to support the country’s nuclear weapons programs and sanctions evasion efforts.

Kela’s security researchers focused on a GitHub account linked to one suspected North Korean IT network, before analyzing further accounts and profiles. The GitHub profile, plus some connected personas and some architectural work, was



suspected links to North Korea.

The GitHub account publicly listed a series of Google Drive files that could be downloaded by anyone and contained a treasure trove of information linked to the potential scammers. The files included details of work being pursued by the DPRK-linked accounts, duplicate and false CVs, images that could be used as profile pictures, and details of the personas used to find work.

“There were so many emails, data, and profiles that we saw,” says a Kela researcher who asked not to be named due to the sensitivity of the findings. “It was really massive,” they add, saying some spreadsheets appeared to show hundreds of email addresses that may have been used by the scammers. (Google had not responded to a request for comment at the time of writing).

Publicly available files reviewed by WIRED show the breadth—and productivity—of the suspected DPRK scammers and the links to potential architectural work. In most cases, the scammers appear to have been using freelance work websites to solicit potential jobs. Numerous text files within the documents—which sit alongside CVs—advertise the potential architectural services that people could purchase, with documents claiming architects are licensed across multiple (or sometimes all) states across the US. “We can provide you with all construction docs (site plan, structural analysis report, stamp) and we can help you to get permission for construction docs,” one text file says. Some files appear to show correspondence with people potentially seeking the work.

Files seen by WIRED also include floor plans and designs for a deck, a farm house, a custom tree house, swimming pools, and more. One text file appears to include a request asking if existing plans for a restaurant patio could be redrawn. WIRED could not immediately verify whether these plans had physically been drawn up by the alleged North Korean accounts or if any work was completed. However, previous reporting and other researchers indicate this could be possible.

comment.

In July, Canadian public broadcaster CBC reported that the seal of one architect in Toronto had likely been altered and impersonated by North Korean IT workers and the details were included on plans not worked on by that architect. The architect told CBC that the signature used did not match his own and the seal contained differences to his official version. One document seen by WIRED in the cache of files listed websites for generating engineer and architect seals.

“The plans are being used and being built,” says Michael “Barni” Barnhart, a leading authority in North Korean hacking and cyber threats, who works for insider threat security firm DTEX. Along with other DPRK researchers, who call themselves a “Misfit” alliance, Barnhart has seen this cluster of workers conducting architectural work and says similar other efforts have been detected. “They will do the CAD renderings, they’ll do the drawings,” he says. “It’s not like a hypothetical—those physical things do exist out there.”

Barnhart—who previously found North Korean animators appearing to work on Amazon and Max shows—says that he has also seen potential front companies set up to help run the operations and provide a veneer of legitimacy. The findings raise questions about the quality of the structural work and concerns about safety, if structures are created in the physical world. “In some of our investigations, these plans and these products that they’re making for these remodels and renderings, they’re not getting good reviews,” Barnhart says. “We do have indications that also they’re being hired to do critical infrastructure.”

One 24-minute long screen recording seen by WIRED shows how the freelance operation could work. In the video, a person signs up to a freelance work website and sets up a new profile where they write that they are a “licensed structural engineer/architect in the USA.” They pick a profile image from a folder of potentially

When their account is created, the video shows them start to message online requests for work, with one message saying: “I can provide you [sic] permit drawing plan set for your residential home design within a few days.”

Other screen recordings show the workers having conversations with potential clients, and in at least one instance there is a recording of an online call discussing possible work. The Kela researcher, who asked not be named for security reasons, says it appeared some prospective customers returned to the scammers after likely having work completed. The researchers say some kinds of work appeared to be priced from a few hundred dollars up to around \$1,000 per job.

“This is an opportunistic nation,” DTEX’s Barnhart says. While many companies have started to figure out that North Korea’s IT workers are often applying for remote tech jobs, using false identities, deepfakes on video calls, and local workers to run their operations, they are consistently changing their approaches. Barnhart says it appears that architectural work has been successful for the alleged DPRK workers and that evidence shows the IT workers program can be more subtle than trying to get hired at companies.

“They’re moving to places where we’re not looking,” Barnhart says. “They’re also doing things like call centers. They’re doing HR and payroll and accounting. Things that are just remote roles and not necessarily remote hires.”

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Matt Burgess is a senior writer at WIRED focused on information security, privacy, and data regulation in Europe. He graduated from the University of Sheffield with a degree in journalism and now lives in London. Send tips to [Matt\\_Burgess@wired.com](mailto:Matt_Burgess@wired.com). ... [Read More](#)

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**§68.2 Experience acceptable for licensure as a professional engineer.**

---

Practical experience in professional engineering work satisfactory to the board shall be verified in a manner acceptable to the board and shall:

- a. demonstrate the intensive application of engineering principles in the practical solution of engineering problems;
- b. demonstrate a knowledge of engineering mathematics, physical and applied sciences, properties of materials, and the fundamental principles of engineering design;
- c. be broad in scope;
- d. be of such nature as to develop and mature the applicant's engineering knowledge and judgment; and
- e. include at least two years of experience acquired while working on projects requiring a knowledge and use of codes and practices utilized in the United States.

**§68.5 Experience acceptable for licensure as a land surveyor.**

---

Practical experience in land surveying work satisfactory to the board shall be verified in a manner acceptable to the board and shall:

- a. include 50 percent of the required experience spent in charge of work related to property conveyance and/or boundary line determination;
- b. demonstrate adequate experience in the technical field aspects of the profession;
- c. demonstrate adequate experience in charge of the office aspects of the profession;
- d. demonstrate experience in the legal aspects of the profession;
- e. demonstrate adequate direct supervision of experience by a licensed land surveyor; and
- f. include at least two years of experience acquired while working on projects requiring a knowledge and use of surveying codes and practices utilized in the United States.

**§68.8 Experience acceptable for licensure as a professional geologist.**

- 
- a. Practical experience in geological work satisfactory to the board shall be verified in a manner acceptable to the board and shall:
1. encompass a broad range of geological subdisciplines;
  2. demonstrate comprehensive understanding of geological principles and concepts, as well as the ability to apply those principles and concepts to the practical solution of geological problems or issues;
  3. demonstrate progressive professional practice beyond data collection, routine sampling, laboratory work or geological drafting, that requires independent judgment, competency, and accountability such that the applicant is qualified to assume responsible charge of geological work; and
  4. include at least five years of professional experience, after successful completion of the education requirements set forth in paragraph (1) of subdivision (b) of section 68.7; or at least four years of professional experience, after successful completion of the education requirements set forth in paragraph (2) of subdivision (b) of section 68.7 or paragraphs (1) and (2) of subdivision (c) of section 68.7; or twelve years of experience as set forth in paragraph (3) of subdivision (b) of section 68.7 that was either:
    - i. under the supervision of a licensed professional geologist;
    - ii. under the supervision of a geologist or engineer, whom the board recognizes as qualified to have responsible charge of geologic work; or
    - iii. entailed the applicant being in responsible charge of geological work as described in paragraphs (1), (2) and (3) of subdivision (a) of this section.
- b. Exception to the practical experience in geological work requirements. In lieu of the practical experience in geological work requirements set forth in subdivision (a) of this section, the board may accept research in, or the teaching of, geological sciences at the college or university level as qualifying practical experience in geological work, if, in the judgment of the board, the research or teaching is comparable to the practical experience obtained in the practice of geology.

**Professional Engineering  
Form 4/4A Instructions**

Board for Engineering, Land Surveying & Geology

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of the Professions  
Division of Professional Licensing Services  
89 Washington Avenue  
Albany, NY 12234-1000

**INSTRUCTIONS FOR COMPLETING PROFESSIONAL EXPERIENCE FORMS**

**NOTE: Send these instructions to your endorser with Form 4A. Make a copy for your records.**

These instructions are intended to assist the applicant and the qualified professional who intends to serve as the endorser validating the applicant's professional experience to meet the requirements for licensure as a professional engineer in New York State. If there are any questions about these guidelines, or any other aspect of licensure, please feel free to contact the Office of the Professions, Professional Engineering Unit at [opunit1@mail.nysed.gov](mailto:opunit1@mail.nysed.gov) or call 518-474-3817 ext. 250 or contact the State Board for Engineering and Land Surveying at [enginbd@mail.nysed.gov](mailto:enginbd@mail.nysed.gov) or call 518-474-3817, ext. 140 or write to the State Board for Engineering and Land Surveying, 89 Washington Avenue, Second Floor, Albany, New York 12234-1000.

Both the applicant and the endorser should read and be thoroughly familiar with these instructions. The form used to list professional experience (Form 4) requires a comprehensive listing of all endorsers and places of employment where the applicant gained his/her professional experience as an engineer.

**Form 4**

You must complete Form 4 and submit it to the State Education Department at the address at the end of the form. Indicate the discipline that most closely relates to the majority of your professional experience being submitted for evaluation. List all experience that you wish to be evaluated for licensure. Your experience must be listed in chronological order beginning with your first employment for which experience is being claimed, and include firm name, name of endorser, beginning and ending dates, and total time claimed for each endorser. Be sure to sign and date the attestation in item No. 6.

Your experience must be endorsed by someone who is familiar with your work and can attest that it has been done as stated and is accurately described. Your endorser should preferably be the person who was your supervisor at the time the work was performed. If this is not possible, a letter documenting the reasons, must be provided with the Form. If you are unable to obtain a supervisor's endorsement, select another person (coworker or client) you worked with who is sufficiently knowledgeable about your work to attest to the accuracy of your experience description.

When an endorsement does not lend credibility to your experience, it may be discounted at the judgement of the Board. A Form 4A that is not endorsed will not receive any credit toward licensure.

**Form 4A**

Complete Sections I and II and send this form to your endorser to complete Section III. Upon completion, your endorser **must** return the form directly to the State Education Department in a sealed official envelope.

**Section I**

- Complete Form 4A for each endorser listed on Form 4.
- Use a separate Form 4A for each endorser, even if they work for the same company.
- If you worked for the same company more than once, with other employment interrupting that work period, you must use a separate Form for each period you worked for the same company, even if they are to be endorsed by the same person. This is required in order that your experience can be arranged in chronological order.
- For each Form 4A, in item No. 6 you must indicate the duration of your experience with that endorser, whether your experience was full time or part time, and if part time the number of hours worked each week. Time claimed must match that claimed on Form 4 and cannot exceed calendar time. The Department will not process your application, if the time claimed for each endorser on forms 4 and 4A is not consistent.

**Section II**

- Part A should be a concise description of your overall engineering duties. This section should be written in general terms.
- Part B should be a brief description of your level of responsibility for the work performed for the experience being reported for the endorser. You should indicate your title and any title changes resulting from promotions or other job changes during the time period described.
- Part C should contain a detailed description of the engineering work you personally performed during the time period claimed for the endorser. When writing the description of your experience, be specific about your personal engineering contributions to the project and describe your work in sufficient detail to give the Board a sense of the complexity and breadth and depth of your work. To accomplish this, the description of your experience should be broken down into intervals of no more than two years. Please note: the description of your work experience should avoid generalities such as "involved with" or "participated in" and focus on your individual contributions.
- Indicate the duration of your work experience in the "Time" (years/months) column, and complete the totals at the bottom of each page of Form 4A.
- Whether or not your work experience is accepted toward fulfillment of state licensure requirements is determined, in part, by the extent to which the general characteristics of that work conform with the criteria established by the Regulations of the Education Commissioner, in Part 68.2. These can be found on our Web site [www.op.nysed.gov](http://www.op.nysed.gov) or for a print copy of the Commissioner's Regulations, email [opforms@mail.nysed.gov](mailto:opforms@mail.nysed.gov) or call 518-474-3817 ext. 320.



**Board for Engineering, Land Surveying & Geology**

Note: **The Department will not accept professional experience endorsed by the applicant.** Share these instructions with each endorser completing a Form 4A.

## Introduction

These instructions are intended to assist the applicant and the qualified professional who intends to serve as the endorser validating the applicant's professional experience to meet the requirements for licensure as a professional engineer in New York State. If there are any questions about these guidelines, or any other aspect of licensure, please feel free to submit a [Contact Us Form](#) or contact the State Board for Engineering and Land Surveying at [engineer@nysed.gov](mailto:engineer@nysed.gov) or call 518-474-3817, ext. 140 or write to:

The New York State Education Department  
Office of the Professions  
State Board for Engineering, Land Surveying and Geology  
89 Washington Avenue  
Albany, New York 12234-1000.

Both the applicant and the endorser should read and be thoroughly familiar with these instructions. The form used to list professional experience [Professional Engineering Form 4 - Report of Professional Experience](#) requires a comprehensive listing of all endorsers and places of employment where the applicant gained his/her professional experience as an engineer.

---

## Form 4

You must complete Form 4 and submit it to the State Education Department at the address at the end of the form. Indicate the discipline that most closely relates to the majority of your professional experience being submitted for evaluation. List all experience that you wish to be evaluated for licensure. Your experience must be listed in chronological order beginning with your first employment for which experience is being claimed, and include firm name, name of endorser, beginning and ending dates, and total time claimed for each endorser. Be sure to sign and date the attestation in item No. 6.

**The Department will not accept professional experience endorsed by the applicant.** Your experience must be endorsed by someone who is familiar with your work and can attest that it has been done as stated and is accurately described. Your endorser should preferably be the person who was your supervisor at the time the work was performed. If you are unable to obtain a supervisor's endorsement, select another person (coworker or client) you worked with who is sufficiently knowledgeable about your work to attest to the accuracy of your experience description.

When an endorsement does not lend credibility to your experience, it may be discounted at the judgement of the Board. A Form 4A that is not endorsed will not receive any credit toward licensure.

---

# Form 4A

Complete Sections I and II and send this form to your endorser to complete Section III. **The Department will not accept professional experience endorsed by the applicant.** Upon completion, your endorser must return the form directly to the State Education Department in a sealed envelope.

## Section I

- **Complete Form 4A for each endorser listed on Form 4.**
- **Use a separate Form 4A for each endorser, even if they work for the same company.**
- **If you worked for the same company more than once, with other employment interrupting that work period, you must use a separate Form for each period you worked for the same company, even if they are to be endorsed by the same person. This is required in order that your experience can be arranged in chronological order.**
- **For each Form 4A, in item No. 6 you must indicate the duration of your experience with that endorser, whether your experience was full time or part time, and if part time the number of hours worked each week. Time claimed must match that claimed on Form 4 and cannot exceed calendar time. The Department will not process your application, if the time claimed for each endorser on forms 4 and 4A is not consistent.**

## Section II

- **Part A should be a concise description of your overall engineering duties. This section should be written in general terms.**
- **Part B should be a brief description of your level of responsibility for the work performed for the experience being reported for the endorser. You should indicate your title and any title changes resulting from promotions or other job changes during the time period described.**
- **Part C should contain a detailed description of the engineering work you personally performed during the time period claimed for the endorser. When writing the description of your experience, be specific about your personal engineering contributions to the project and describe your work in sufficient detail to give the Board a sense of the complexity and breadth and depth of your work. To accomplish this, the description of your experience should be broken down into intervals of no more than two years. Please note: the description of your work experience should avoid generalities such as “involved with” or “participated in” and focus on your individual contributions.**
- **Indicate the duration of your work experience in the “Time” (years/months) column, and complete the totals at the bottom of each page of Form 4A.**
- **Whether or not your work experience is accepted toward fulfillment of state licensure requirements is determined, in part, by the extent to which the general characteristics of that work conform with the criteria established by the Regulations of the Education Commissioner, in [Part 68.2](#).**

**Board for Engineering, Land Surveying & Geology**

**The Department will not accept professional experience endorsed by the applicant.** This form must be submitted directly by the endorser. The Office of the Professions will not accept this form if submitted by the applicant.

- Sections I and II: Complete these sections, in parts A and B of Section II, list your experience in a comprehensive, detailed, and explicit manner. Be sure to sign and date the attestation at the end of Section II before giving the entire form to the licensed land surveyor who will verify your experience. Descriptions must be specific about your personal contributions to land surveying projects to which you were assigned. Avoid terms like "...participated in...", "...involved with...", or similar generalities. State your exact duties. Your personal surveying work must be described in reasonable detail. Regardless of the total time claimed on a single sheet, you must break the total time down in segments, each of which describes one kind of work you have performed. For each segment, provide a detailed description of your personal activities that would allow the State Board to properly evaluate that work. Remember to indicate in the time column the total time you spent on each specific kind of work. Attach additional sheets if necessary.
- Section III: **The Department will not accept professional experience endorsed by the applicant.** The licensed land surveyor who will verify your experience must complete this section, sign the attestation endorsing your professional experience before returning all pages of this form directly to the Office of the Professions at the address at the end of the form. The endorser's signature on Form 4A must be notarized by a Notary Public.

A separate Form 4A must be submitted for each instance of professional experience you list on the Report of Professional Experience form (Form 4). Your application will not be reviewed by the Board until a Form 4A for every employer listed has been received. **The Department will not accept professional experience endorsed by the applicant.**

**Electronic Verification of Experience**

The Office of the Professions (OP) will accept experience forms directly from supervisors provided that:

- OP can independently verify that the documentation is received directly from the supervisor
- The applicant had no opportunity to directly alter the experience form before it is sent or transmitted.
- Any experience documentation submissions should be made electronically to [DPLSExperience@nysed.gov](mailto:DPLSExperience@nysed.gov)\*

\*Do NOT use this email to submit a question, as we will be unable to provide a response. Submit a [Contact Us Form](#) for questions regarding specific applications or to check the status of a licensure application.

# Professional Geologist Form 4/4A Instructions

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of the Professions  
Division of Professional Licensing Services  
www.op.nysed.gov

## Instructions for Completing Professional Experience Forms

**NOTE:** Send these instructions to your endorser with Form 4A. Make a copy for your records.

These instructions are intended to assist the applicant and the qualified professional (employer, supervisor or professional colleague) who intends to serve as the endorser validating the applicant's professional experience to meet the requirements for licensure as a professional geologist in New York State. If there are any questions about these guidelines, or any other aspect of licensure, please feel free to contact the Office of the Professions, Professional Geology Unit at [opunit1@nysed.gov](mailto:opunit1@nysed.gov) or call 518-474-3817 ext. 250 or contact the State Board for Engineering, Land Surveying and Geology at [geology@nysed.gov](mailto:geology@nysed.gov) or call 518-474-3817, ext. 140 or write to the State Board for Engineering, Land Surveying and Geology, 89 Washington Avenue, Second Floor, Albany, New York 12234-1000.

Both the applicant and the endorser should read and be thoroughly familiar with these instructions. The form used to list professional experience (Form 4) requires a comprehensive listing of all endorsers and places of employment where the applicant gained the professional experience as a geologist that he/she would like to be considered for licensure purposes.

### Form 4

You must complete Form 4 and submit it to the State Education Department at the address at the end of the form. Your experience must be listed in chronological order beginning with your first employment for which experience is being claimed, and include company/firm name, name of endorser, beginning and ending dates, and total time claimed for each endorser. Be sure to sign and date the attestation in item No. 6.

Your experience must be earned:

- under the supervision of either a licensed professional geologist or licensed professional engineer; or
- under a geologist or engineer that the Board recognizes as qualified to assume responsible charge of the geologic work done; or
- if the applicant was the person in responsible charge of the work, someone who can attest that it has been done as stated and is accurately described; or
- In lieu of the practical experience in geological work requirements set forth in part 68.8 of regulations of the commissioner, the board may accept research in, or the teaching of, geological sciences at the college or university level as qualifying practical experience in geological work, if, in the judgment of the board, the research or teaching is comparable to the practical experience obtained in the practice of geology.

Your endorser should preferably be the person who was your supervisor at the time the work was performed. If this is not possible, a letter documenting how the individual knows your work and why you selected that individual to endorse your work must be provided with the Form 4A.

If you are unable to obtain a supervisor's endorsement, select another person (coworker or client) you worked with who is sufficiently knowledgeable about your work to attest to the accuracy of your experience description. **Please note:** NYSED is unable to accept endorsements from Human Resources personnel.

When an endorsement does not lend credibility to your experience, it may be discounted at the judgment of the Board. A Form 4A that is not endorsed will not receive any credit toward licensure.

## **Form 4A** Board for Engineering, Land Surveying & Geology

Complete Sections I and II and send this form to your endorser to complete Section III. Upon completion, your endorser must return the form **directly** to the State Education Department in a sealed official envelope **bearing the endorser's return address**.

### Section I

- Complete Form 4A for each endorser listed on Form 4.
- Use a separate Form 4A for each endorser, even if they work for the same company/firm.
- If you worked for the same company/firm more than once, with other employment interrupting that work period, you must use a separate form for each period you worked for the same company, even if they are to be endorsed by the same person. This is required so that your experience can be arranged in chronological order.
- For each Form 4A, in item No. 6 you must indicate the duration of your experience with that endorser, whether your experience was full time or part time, and if it was part time, the number of hours worked each week. Time claimed must match that claimed on Form 4 and cannot exceed calendar time, even if project dates overlap. The Department will not process your application, if the time claimed for each endorser on forms 4 and 4A is not consistent.

### Section II Should contain the following:

- A brief description of your level of responsibility for the work performed for the experience being reported for the endorser. You should indicate your title and any title changes resulting from promotions or other job changes during the time period described.
- A detailed description of the geological work you personally performed during the time period claimed for the endorser. When writing the description of your experience, be specific about your personal geological contributions to the project and describe your work in sufficient detail to give the Board a sense of the complexity and breadth and depth of your work. Please note: the description of your work experience should avoid generalities such as "involved with" or "participated in" and focus on your individual contributions.
- Indicate the duration of your work experience in the "Time" (years/months) column, and complete the totals at the bottom of each page of Form 4A.
- Whether or not your work experience is accepted toward fulfillment of state licensure requirements is determined, in part, by the extent to which the general characteristics of that work conform with the criteria established by Part 68.8 of the Regulations of the Commissioner.

### Section III

- This section is to be completed by the endorser.
- The endorser should complete the top half of the page with the requested information.
- The endorser should answer each of the 7 questions regarding your description of professional experience as described on the form. The endorser may attach additional comments to the form should he/she desire.

### Section IV

- The endorser must complete the Affidavit by signing and dating in the space provided.
- If an endorser is unable to certify, he/she should check the box provided, and provide a letter of explanation in the same envelope in which he/she returns the completed form 4A and that is sent directly to NYSED at the address on the bottom of the last page.

NOTE: Share these instructions to your endorser with Form 4A. Make a copy for your records.

# Introduction

These instructions are intended to assist the applicant and the qualified professional (employer, supervisor or professional colleague) who intends to serve as the endorser validating the applicant's professional experience to meet the requirements for licensure as a professional geologist in New York State. If there are any questions about these guidelines, or any other aspect of licensure, please feel free to submit a [Contact Us Form](#) or contact the State Board for Engineering, Land Surveying and Geology at [geology@nysed.gov](mailto:geology@nysed.gov) or call 518-474-3817, ext. 140 or write to:

The New York State Education Department  
Office of the Professions  
Board for Engineering, Land Surveying and Geology  
89 Washington Avenue, Second Floor  
Albany, New York 12234-1000.

Both the applicant and the endorser should read and be thoroughly familiar with these instructions. The form used to list professional experience ([Form 4](#)) requires a comprehensive listing of all endorsers and places of employment where the applicant gained the professional experience as a geologist that he/she would like to be considered for licensure purposes.

---

## Form 4

You must complete Form 4 and submit it to the State Education Department at the address at the end of the form. Your experience must be listed in chronological order beginning with your first employment for which experience is being claimed, and include company/firm name, name of endorser, beginning and ending dates, and total time claimed for each endorser. Be sure to sign and date the attestation in item No. 6.

Your experience must be earned:

- under the supervision of either a licensed professional geologist or licensed professional engineer; or
- under a geologist or engineer that the Board recognizes as qualified to assume responsible charge of the geologic work done; or
- if the applicant was the person in responsible charge of the work, someone who can attest that it has been done as stated and is accurately described; or
- In lieu of the practical experience in geological work requirements set forth in part 68.8 of regulations of the commissioner, the board may accept research in, or the teaching of, geological sciences at the college or university level as qualifying practical experience in geological work, if, in the judgment of the board, the research or teaching is comparable to the practical experience obtained in the practice of geology.

Your endorser should preferably be the person who was your supervisor at the time the work was performed. If this is not possible, a letter documenting how the individual knows your work and why you selected that individual to endorse your work must be provided with the Form 4A.



**Board for Engineering, Land Surveying & Geology**

If you are unable to obtain a supervisor's endorsement, select another person (coworker or client) you worked with who is sufficiently knowledgeable about your work to attest to the accuracy of your experience description. **Please note:** NYSED is unable to accept endorsements from Human Resources personnel.

When an endorsement does not lend credibility to your experience, it may be discounted at the judgment of the Board. A Form 4A that is not endorsed will not receive any credit toward licensure.

## Form 4A

Complete Sections I and II and send this form to your endorser to complete Section III. Upon completion, your endorser must return the form **directly** to the State Education Department in a sealed envelope **bearing the endorser's return address**.

### Section I

- Complete Form 4A for each endorser listed on Form 4.
- Use a separate Form 4A for each endorser, even if they work for the same company/firm.
- If you worked for the same company/firm more than once, with other employment interrupting that work period, you must use a separate form for each period you worked for the same company, even if they are to be endorsed by the same person. This is required so that your experience can be arranged in chronological order.
- For each Form 4A, in item No. 6 you must indicate the duration of your experience with that endorser, whether your experience was full time or part time, and if it was part time, the number of hours worked each week. Time claimed must match that claimed on Form 4 and cannot exceed calendar time, even if project dates overlap. The Department will not process your application, if the time claimed for each endorser on forms 4 and 4A is not consistent.

### Section II Should contain the following:

- A brief description of your level of responsibility for the work performed for the experience being reported for the endorser. You should indicate your title and any title changes resulting from promotions or other job changes during the time period described.
- A detailed description of the geological work you personally performed during the time period claimed for the endorser. When writing the description of your experience, be specific about your personal geological contributions to the project and describe your work in sufficient detail to give the Board a sense of the complexity and breadth and depth of your work. Please note: the description of your work experience should avoid generalities such as "involved with" or "participated in" and focus on your individual contributions.
- Indicate the duration of your work experience in the "Time" (years/months) column, and complete the totals at the bottom of each page of Form 4A.
- Whether or not your work experience is accepted toward fulfillment of state licensure requirements is determined, in part, by the extent to which the general characteristics of that work conform with the criteria established by Part 68.8 of the Regulations of the Commissioner.

### Section III

**Board for Engineering, Land Surveying & Geology**

- This section is to be completed by the endorser.
- The endorser should complete the top half of the page with the requested information.
- The endorser should answer each of the 7 questions regarding your description of professional experience as described on the form. The endorser may attach additional comments to the form should he/she desire.

**Section IV**

- The endorser must complete the Affidavit by signing and dating in the space provided.
- If an endorser is unable to certify, he/she should check the box provided, and provide a letter of explanation in the same envelope in which he/she returns the completed form 4A and that is sent directly to NYSED at the address on the bottom of the last page.

## Professional Engineer Form 4 Report of Professional Experience

### Applicant Instructions

If you have completed experience required for licensure, complete this form (make a copy for your records) and submit it directly to the Office of the Professions at the address at the end of this form. Be sure to sign and date item 7. If your endorser is/was not your immediate supervisor, refer to "Instructions for Completing Professional Experience Record". **The Department will not accept professional experience endorsed by the applicant.** Please type or print legibly. Make additional copies as necessary.

1. Social Security Number	<input type="text"/>	2. Birth Date	Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>
(Leave this blank if you do not have a U.S. Social Security Number)					
3. Print Name	Last <input type="text"/>				
	First <input type="text"/>				
	Middle <input type="text"/>				
5. Telephone/Email Address					
Daytime Phone					
<input type="checkbox"/> Home or <input type="checkbox"/> Business					
<input type="text"/>					
Area Code <input type="text"/> Phone <input type="text"/>					
Email Address (please print clearly)					
<input type="checkbox"/> Home or <input type="checkbox"/> Business					
<hr/>					
4. Mailing Address	<input type="checkbox"/> Home or <input type="checkbox"/> Business				
(NOTE: The address you provide will be used to <b>update your file</b> with the Department. Any license parchment and/or registration certificate will be mailed to <b>your address on file</b> . You must notify the Department within 30 days of any address or name change.)					
Line 1	<input type="text"/>				
Line 2	<input type="text"/>				
Line 3	<input type="text"/>				
City	<input type="text"/>				
State	<input type="text"/>	ZIP Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country/ Province	<input type="text"/>				
6. New York State DMV ID Number (Driver or Non-Driver ID)					
<input type="text"/>					
(Leave this blank if you do not have a New York State DMV ID Number)					

### 7. Attestation

I hereby certify that the work experience described on this form and the time claimed for that experience are true and accurate.

Applicant's Signature

Date

Print Name

**Professional Experience****Board for Engineering, Land Surveying & Geology**

The majority of my engineering experience is related to the following discipline (check one):

☐ Civil (Civil/Structural/Environmental/Mining/Mineral/Architectural)☐ Chemical (Chemical/Petroleum)☐ Mechanical (Mechanical/Fire Protection)☐ Electrical (Electrical/Computer/Control Systems/Software)☐ Other (Industrial/Nuclear/Naval Architecture/Marine/Agricultural/Biological/Metallurgical)

List below all places of employment in chronological order beginning with your first employment for which experience is being claimed. Attach additional sheets if needed. You must submit a separate Verification of Professional Experience (Form 4A) for each employment listed. **The Department will not accept experience endorsed by the applicant.** Your application will not be reviewed by the Board until a Form 4A for each employer has been received.

1.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
2.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
3.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
4.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
5.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
6.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
7.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
8.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
9.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
			Total Time Claimed*	
			Years Months	

\*Note: Total time claimed cannot exceed calendar time.

**Return Directly:** By email to [dplsexperience@nysed.gov](mailto:dplsexperience@nysed.gov) (Note: **ONLY** domestic experience accrued in the U.S. may be submitted via email), Or, to the New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Professional Engineer Unit, 89 Washington Avenue, Albany, NY 12234-1000.

# Land Surveyor Form 4 Report of Professional Experience

If you have completed experience required for licensure, complete this form (make a copy for your records) and submit it directly to the Office of the Professions at the address at the end of this form. Be sure to sign and date item 7. If your endorser is/was not your immediate supervisor, refer to "Instructions for Completing Professional Experience Record". **The Department will not accept professional experience endorsed by the applicant.** Please type or print legibly. Make additional copies as necessary.

- |               |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |
|---------------|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------------------|
| 3. Print Name | Last   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 5. Telephone<br>Daytime |
|               | First  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |
|               | Middle |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |

5. Telephone/Email Address

Daytime Phone  
☐ Home or ☐ Business

--	--	--	--	--	--	--	--	--	--

Area Code                  Phone

4. Mailing Address ☐ Home or ☐ Business  
(You must notify the Department promptly of any address or name changes)
- Line 1
- Line 2
- Line 3
- City
- State 



 ZIP Code
- Country/  
Province

- Email Address (please print clearly)  
☐ Home or ☐ Business

6. New York State DMV ID Number  
(Driver or Non-Driver ID)
- |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
- (Leave this blank if you do not have a New York State DMV ID Number)*

- ## 7. Attestation

I hereby certify that the work experience described on this form and the time claimed for that experience are true and accurate.

Applicant's Signature

Date \_\_\_\_\_

Print Name

**Professional Experience****Board for Engineering, Land Surveying & Geology**

List below all places of employment in chronological order beginning with your first employment for which experience is being claimed. Attach additional sheets if needed. You must submit a separate Verification of Professional Experience (Form 4A) for each employment listed. **The Department will not accept experience endorsed by the applicant.** Your application will not be reviewed by the Board until a Form 4A for each employer has been received.

1.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
2.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
3.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
4.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
5.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
6.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
7.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
8.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
9.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
10.	Firm Name _____	Name of Endorser _____		
	Begin Date _____	End Date _____	Time Claimed _____	
	mo. day yr.	mo. day yr.	Years Months	
			Total Time Claimed*	
			Years Months	

\*Note: Total time claimed cannot exceed calendar time.

**Return Directly:** By email to [dplsexperience@nysed.gov](mailto:dplsexperience@nysed.gov) (Note: **ONLY** domestic experience accrued in the U.S. may be submitted via email), Or, to the New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Professional Engineer Unit, 89 Washington Avenue, Albany, NY 12234-1000.



## Geology Form 4 Report of Professional Experience

### Applicant Instructions

If you have completed experience required for licensure, complete this form (make a copy for your records) and submit it directly to the Office of the Professions at the address at the end of this form. Be sure to sign and date item 6. If your endorser is/was not your immediate supervisor, refer to "Instructions for Completing Professional Experience Record" available on our web site at <https://op.nysed.gov/professions/geology/instructions-completing-professional-experience-forms>. Please type or print legibly. Make additional copies as necessary.

1. Social Security Number   
(Leave this blank if you do not have a U.S. Social Security Number)

2. Birth Date Month  Day  Year

3. Print Name Last   
First   
Middle

**Licensee business address, phone and email address are public information. Failure to indicate business or home on this form for each item will deem it public information.**

4. Mailing Address ☐ Home or ☐ Business  
(You must notify the Department promptly of any address or name changes)

Line 1   
Line 2   
Line 3   
City   
State  ZIP Code   
Country/  
Province

5. Telephone/Email Address

Daytime Phone

☐ Home or ☐ Business

Email Address (please print clearly)

☐ Home or ☐ Business

Area Code Phone

6. New York State DMV ID Number   
(Driver or Non-Driver ID)  
(Leave this blank if you do not have a New York State DMV ID Number)

7. Are you applying for licensure/eligibility for admission to the Fundamentals of Geology examination with more than twelve (12) years experience? ☐ Yes ☐ No

8. Attestation

I hereby certify that the work experience described on this form and the time claimed for that experience are true and accurate.

Signature

Date

**Employment** **Board for Engineering, Land Surveying & Geology**

List below all places of employment in chronological order beginning with your first employment for which experience is being claimed. Attach additional sheets if needed. You must submit a separate Verification of Professional Experience (Form 4A) for each employment listed. Your application will not be reviewed by the Board until a Form 4A for each employer has been received.

1.	Firm Name	Name of Endorser	Time Claimed
	Begin Date	End Date	Years Months
	mo. day yr.	mo. day yr.	
2.	Firm Name	Name of Endorser	Time Claimed
	Begin Date	End Date	Years Months
	mo. day yr.	mo. day yr.	
3.	Firm Name	Name of Endorser	Time Claimed
	Begin Date	End Date	Years Months
	mo. day yr.	mo. day yr.	
4.	Firm Name	Name of Endorser	Time Claimed
	Begin Date	End Date	Years Months
	mo. day yr.	mo. day yr.	
5.	Firm Name	Name of Endorser	Time Claimed
	Begin Date	End Date	Years Months
	mo. day yr.	mo. day yr.	
6.	Firm Name	Name of Endorser	Time Claimed
	Begin Date	End Date	Years Months
	mo. day yr.	mo. day yr.	
7.	Firm Name	Name of Endorser	Time Claimed
	Begin Date	End Date	Years Months
	mo. day yr.	mo. day yr.	
8.	Firm Name	Name of Endorser	Time Claimed
	Begin Date	End Date	Years Months
	mo. day yr.	mo. day yr.	
9.	Firm Name	Name of Endorser	Time Claimed
	Begin Date	End Date	Years Months
	mo. day yr.	mo. day yr.	
10.	Firm Name	Name of Endorser	Time Claimed
	Begin Date	End Date	Years Months
	mo. day yr.	mo. day yr.	
			Total Time Claimed*
			Years Months

\*Note: Total time claimed cannot exceed calendar time.

**Return Directly:** By email to [dplsexperience@nysed.gov](mailto:dplsexperience@nysed.gov) (Note: **ONLY** domestic experience accrued in the U.S. may be submitted via email), Or, to the New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Professional Engineer Unit, 89 Washington Avenue, Albany, NY 12234-1000.

# Professional Engineering Form 4A

## Verification of Professional Experience

### Applicant Instructions

Endorser Number (from Form 4): \_\_\_\_\_

1. Complete Section I and Section II. Be sure to sign and date the attestation on page 3.
2. Make a copy of this form for your records and forward this original form to the endorser who will certify your experience to complete Section III and forward all pages of this form directly to the Office of the Professions at the address at the end of this form. Use a separate Form 4A for each endorser. If the endorser is/was not your immediate supervisor, refer to "Instructions For Completing Professional Experience Forms". **The Department will not accept professional experience endorsed by the applicant. This form will not be accepted if submitted by the applicant.**

### Section I: Applicant Information

1. Last 4 Digits of Social Security Number  2. Birth Date Month  Day  Year   
(Leave this blank if you do not have a U.S. Social Security Number)
3. Print Name Last   
First   
Middle   
**Licensee business address, phone and email address are public information. Failure to indicate business or home on this form for each item will deem it public information.**
4. Mailing Address ☐ Home or ☐ Business  
(You must notify the Department within 30 days of any address or name changes)  
Line 1   
Line 2   
Line 3   
City   
State  ZIP Code   
Country/  
Province   
5. Telephone/Email Address  
Daytime Phone ☐ Home or ☐ Business  
  
Area Code Phone  
Email Address (please print clearly)  
☐ Home or ☐ Business  
\_\_\_\_\_  
6. New York State DMV ID Number  
(Driver or Non-Driver ID)  
  
(Leave this blank if you do not have a New York State DMV ID Number)

7. Name as it appears on degree or other credentials (if different from above) \_\_\_\_\_

8. Experience described on this form was obtained while employed by:

Firm or Organization Name \_\_\_\_\_

Name of Endorser \_\_\_\_\_

(The Department will not accept professional experience endorsed by the applicant.)

Business Address \_\_\_\_\_

Date beginning      mo.      day      yr. Date ending      mo.      day      yr.

Total time claimed      years      months

☐ Full time ☐ Part time Hours per week

Last 4 Digits of Social Security Number

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**Please note:** The information provided below in Sections A, B and C may be released if requested under New York State Public Officers Law Article 6 - "Freedom of information Law."

A. Describe your general engineering duties during your employment with this firm for the time period covered by this report.

--

B. Describe briefly your personal level of responsibility or authority for the work described for this endorser. Explain here any changes in your title resulting from promotions or other job changes during this period of employment.

--

C. Describe in detail the specific engineering work you personally performed on several projects or job assignments that are TIME representative of the work you performed while you were employed by the firm named on this form. Then, indicate at right, the time YRS./ MOS. you spent on these projects or assignments. The total time you claim cannot exceed actual calendar time. Describe your work in sufficient detail. No one time period can exceed two years in duration. In your description you must demonstrate that at least two years of your experience required knowledge and use of codes and practices used in the United States. You must use a separate Form 4A for each individual endorser (even if two or more endorsers work in the same firm). **Both you and your endorser must sign Form 4A.**

	Time	
	Years	Months

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Indicate the number of sheets for this endorser \_\_\_\_\_  
(this is sheet 1)

Total time this sheet

Total time this Endorser

Last 4 Digits of Social Security Number

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Page \_\_\_\_\_ of \_\_\_\_\_

C. Continued

Time  
Years Months

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Total time this sheet

Total time this Endorser

**Attestation**

I hereby certify that the work experience described on this form and the time claimed for that experience are true and accurate.

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

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Last 4 Digits of Applicant Social Security Number 

Endorser Instructions (The Department will not accept professional experience endorsed by the applicant.)

1. Read carefully the information presented by the applicant on this form and any continuation sheets.
2. Provide the requested information below and answer questions 1 - 7. Please note: The information provided below in questions 1-7 may be released if requested under New York State Public Officers Law, Article 6 – "Freedom of Information Law."
3. If you disagree with any information presented by the applicant on this form, or wish to provide any other information for consideration by the Department relative to the applicant, please submit a separate letter with this form. If you do, please identify the applicant by his/her full name and social security number in your letter and indicate that he/she is an applicant for engineering licensure.
4. Be sure to sign the Endorser's Affidavit. If you do not sign the Endorser's Affidavit, please explain in a separate letter attached to this form.
5. Return the entire form along with any other information directly to the Office of the Professions at the address below in an envelope bearing your return address or company address. Do not return this form to the applicant. This form will not be accepted if submitted by the applicant.

Endorser's Name \_\_\_\_\_

Firm or Organization Name \_\_\_\_\_

Position in Firm or Organization \_\_\_\_\_

Current Business Address \_\_\_\_\_  

Street
City
State
Zip Code

Business Telephone Number \_\_\_\_\_ Business E-mail Address \_\_\_\_\_

Are you a professional engineer? ☐ Yes ☐ NoIf "yes", \_\_\_\_\_ Date of licensure \_\_\_\_\_  

State
License Number
mo.
day
yr.

**Regarding the Applicant's description of professional experience as described on this form:**

1. Do you have in-depth knowledge of the applicant's work during the time covered by this endorsement? ☐ Yes ☐ No
2. Does the description accurately reflect the work personally performed by the applicant? ☐ Yes ☐ No
3. Is the time claimed by the applicant for this experience accurate? ☐ Yes ☐ No
4. Was the applicant's work performed in an adequate, reliable, and professional manner? ☐ Yes ☐ No
5. Are/were you the applicant's supervisor during the time period claimed above? ☐ Yes ☐ No

If "No", please identify your work relationship to the applicant at the time \_\_\_\_\_

6. Are you attaching a separate letter with additional information about the applicant? ☐ Yes ☐ No

7. Comments

**Endorser Affidavit**

I have read the information presented by the applicant on this form. I hereby certify that I am knowledgeable about, and qualified to attest to, the applicant's work and engineering ability and that, except as otherwise noted on the front of this form, or in attached correspondence, the work experience described by the applicant and the time claimed for it, are generally true and accurate.

Endorser Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ ☐ I cannot so certify (attach letter of explanation)

**Return Directly:** By email to [dplsexperience@nysed.gov](mailto:dplsexperience@nysed.gov) (Note: **ONLY** domestic experience accrued in the U.S. may be submitted via email), Or, to the New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Professional Engineer Unit, 89 Washington Avenue, Albany, NY 12234-1000.



# Land Surveying Form 4A

## Verification of Professional Experience

### Applicant Instructions

Endorser Number (from Form 4): \_\_\_\_\_

1. Complete Section I and Section II. Be sure to sign and date the attestation at the end of Section II.
2. Make a copy of this form for your records and forward this original form to the endorser who will certify your experience to complete Section III and forward all pages of this form directly to the Office of the Professions at the address at the end of this form. Use a separate Form 4A for each endorser. If the endorser is/was not your immediate supervisor, refer to "Instructions For Completing Professional Experience Forms". **The Department will not accept professional experience endorsed by the applicant. This form will not be accepted if submitted by the applicant.**

### Section I: Applicant Information

1. Last 4 Digits of Social Security Number  2. Birth Date Month  Day  Year   
(Leave this blank if you do not have a U.S. Social Security Number)
3. Print Name Last   
First   
Middle   
**Licensee business address, phone and email address are public information. Failure to indicate business or home on this form for each item will deem it public information.**
4. Mailing Address ☐ Home or ☐ Business  
(You must notify the Department within 30 days of any address or name changes)  
Line 1   
Line 2   
Line 3   
City   
State  ZIP Code   
Country/  
Province   
5. Telephone/Email Address  
Daytime Phone ☐ Home or ☐ Business  
  
Area Code Phone  
Email Address (please print clearly)  
☐ Home or ☐ Business  
\_\_\_\_\_  
6. New York State DMV ID Number  
(Driver or Non-Driver ID)  
  
(Leave this blank if you do not have a New York State DMV ID Number)

7. Name as it appears on degree or other credentials (if different from above) \_\_\_\_\_

8. Experience described on this form was obtained while employed by:

Firm or Organization Name \_\_\_\_\_

Name of Endorser \_\_\_\_\_

(The Department will not accept professional experience endorsed by the applicant.)

Business Address \_\_\_\_\_

Date beginning      mo.      day      yr. Date ending      mo.      day      yr.

Total time claimed      years      months

☐ Full time ☐ Part time Hours per week

Last 4 Digits of Social Security Number

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**Please note:** The information provided below in Sections A, B and C may be released if requested under New York State Public Officers Law Article 6 - "Freedom of information Law."

A. Describe your general surveying duties during your employment with this endorser for the time period covered by this report.

--

B. Describe briefly your personal level of responsibility or authority for the work described for this endorser. Explain here any changes in your title resulting from promotions or other job changes during this period of employment.

--

C. Describe in detail the **specific work you personally performed** on several projects or job assignments that are TIME representative of the work you performed while you were employed by the endorser named on this form. The total time you claim cannot exceed actual calendar time. Describe your work in sufficient detail. (attach additional sheets if necessary).

	Time	
	Years	Months

--	--	--

Indicate the number of sheets for this endorser \_\_\_\_\_  
(this is sheet 1)

Total time this sheet

Total time this Endorser

Last 4 Digits of Social Security Number

Page of

C. Continued

Time	
Years	Months

Total time this sheet

Total time this Endorser

## Attestation

I hereby certify that the work experience described on this form and the time claimed for that experience are true and accurate.

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

---

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Last 4 Digits of Applicant Social Security Number

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Endorser Instructions (The Department will not accept professional experience endorsed by the applicant.)

1. Read carefully the applicant's report of professional experience in Section II on this form.
2. Provide the requested information below and answer questions 1 - 7. Please note: The information provided below in questions 1-7 may be released if requested under New York State Public Officers Law, Article 6 – "Freedom of Information Law."
3. If you disagree with any information presented by the applicant on this form, or wish to provide any other information for consideration by the Department relative to the applicant, please submit a separate letter with this form. If you do, please identify the applicant by his/her full name and social security number in your letter and indicate that he/she is an applicant for land surveying licensure.
4. Be sure to sign the Endorser's Affidavit. If you do not sign the Endorser's Affidavit, please explain in a separate letter attached to this form.
5. Return the entire form along with any other information directly to the Office of the Professions at the address below in an envelope bearing your return address or company address. Do not return this form to the applicant. **Do not** return this form to the applicant. This form will not be accepted if submitted by the applicant.

Endorser's Name \_\_\_\_\_

Firm or Organization Name \_\_\_\_\_

Position in Firm or Organization \_\_\_\_\_

Current Business Address \_\_\_\_\_

Street

City

State

Zip Code

Business Telephone Number \_\_\_\_\_

Business E-mail Address \_\_\_\_\_

Are you a licensed Land Surveyor?

☐ Yes ☐ No

If "yes", \_\_\_\_\_

State

License Number

Date of licensure

mo.

day

yr.

**Regarding the Applicant's description of professional experience as described in Section II of this form:**

1. Do you have in-depth knowledge of the applicant's work during the time covered by this endorsement? ☐ Yes ☐ No
  2. Does the description accurately reflect the work personally performed by the applicant? ☐ Yes ☐ No
  3. Is the time claimed by the applicant for this experience accurate? ☐ Yes ☐ No
  4. Was the applicant's work performed in an adequate, reliable, and professional manner? ☐ Yes ☐ No
  5. Are/were you the applicant's supervisor during the time period claimed above? ☐ Yes ☐ No
- If "No", please identify your work relationship to the applicant at the time \_\_\_\_\_
6. Are you attaching a separate letter with additional information about the applicant? ☐ Yes ☐ No
  7. Comments

**Endorser Affidavit**

I have read the applicant's report of professional experience. I hereby certify that I am knowledgeable about, and qualified to attest to, the applicant's work and land surveying ability and that, except as otherwise noted on the front of this form, or in attached correspondence, the work experience described by the applicant and the time claimed for it, are generally true and accurate.

Endorser Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

☐ I cannot so certify (attach letter of explanation)

**Return Directly:** By email to [dplsexperience@nysed.gov](mailto:dplsexperience@nysed.gov) (Note: **ONLY** domestic experience accrued in the U.S. may be submitted via email), Or, to the New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Professional Engineer Unit, 89 Washington Avenue, Albany, NY 12234-1000.

# Geology Form 4A

Endorser Number (from Form 4):

## Section I: Applicant Information

- ### 5. Telephone/Email Address

☐ Home or ☐ Business

Area Code                      Phone

- Email Address (please print clearly)  
☐ Home or ☐ Business

[illegible]

- |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|

## 7. Experience Setting

Supervisor

Geology Form 4A, Page 1 of 4, Revised 8/24

Section II: Experience Detailed (To Be Completed By The Applicant)

Board for Engineering, Land Surveying & Geology

Endorser Number  
(from Form 4):

Page

Type or print legibly. Attach additional sheets if necessary. Please note: The information provided below, in Section II may be released if requested under New York Public Officers Law, Article 6 - "Freedom of Information Law."

\_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_

Describe in detail the specific geologic work you personally performed on several projects or job assignments that are representative of the work you performed while you were employed by the firm/organization named in Section I, item 6. Include a brief description of your responsibility and/or authority for the work described for this endorsement. Explain any changes in your title resulting from promotions or other job changes during this period of employment. Last, indicate at right, the time you spent on these projects or assignments. The total time you claim cannot exceed actual calendar time. Describe your work in sufficient detail. You must use a separate Form 4A for each individual endorser (even if two or more endorsers work in the same firm).

Time  
Years Months

Total time this sheet



**Experience Detailed (To Be Completed By The Applicant)**

Endorser Number  
(from Form 4):

Page

of

Time	
Years	Months

\*Be sure you enter the total time of work experience with this endorser here and on the appropriate endorser line on Form 4.

Total time this sheet

Total time this Endorser\*

## Attestation

I hereby certify that the work experience described on this form and the time claimed for that experience is true and accurate.

Signature

Date \_\_\_\_\_

Endorser Instructions (The Department will not accept professional experience endorsed by the applicant.)

1. Read carefully the information presented by the applicant on this form and any continuation sheets.
2. Complete Section III. Note: The information provided below in Section III, questions 1-8 may be released if requested under New York State Public Officers Law, Article 6 – "Freedom of Information Law."
3. If you disagree with any information presented by the applicant on this form, or wish to provide any other information for consideration by the Department relative to the applicant, please submit a separate letter with this form. If you do, please identify the applicant by his/her full name and social security number in your letter and indicate that he/she is an applicant for geology licensure.
4. Be sure to sign the Endorser's Affidavit. If you do not sign the Endorser's Affidavit, please explain in a separate letter attached to this form.
5. Return the entire form along with any other information directly to the Office of the Professions at the address at the end of the form. Do not return this form to the applicant. **This form will not be accepted if submitted by the applicant.**

Name of the applicant \_\_\_\_\_  
(see Section I, item 3)

Endorser's Name \_\_\_\_\_

Firm or Organization Name \_\_\_\_\_

Position in Firm or Organization \_\_\_\_\_

Current Business Address \_\_\_\_\_  
Street City State Zip Code

Business Telephone Number \_\_\_\_\_ Business E-mail Address \_\_\_\_\_

Are you a Professional Geologist? ☐ Yes ☐ No

If "yes", \_\_\_\_\_ Date of licensure \_\_\_\_\_  
Jurisdiction License Number mo. day yr.

Are you a Professional Engineer? ☐ Yes ☐ No

If "yes", \_\_\_\_\_ Date of licensure \_\_\_\_\_  
Jurisdiction License Number mo. day yr.

**Regarding the Applicant's description of professional experience as described on this form:**

1. Do you have in-depth knowledge of the applicant's work during the time covered by this endorsement? ☐ Yes ☐ No

2. Does the description accurately reflect the work personally performed by the applicant? ☐ Yes ☐ No

3. Is the time claimed by the applicant for this experience accurate? ☐ Yes ☐ No

4. Was the applicant's work competent, reliable, and professional? ☐ Yes ☐ No

5. Are/were you the applicant's supervisor during the time period claimed above? ☐ Yes ☐ No

If "No", please identify your work relationship to the applicant at the time \_\_\_\_\_

6. Are you attaching a separate letter with additional information about the applicant? ☐ Yes ☐ No

7. Comments

**Endorser Affidavit**

I have read the information presented by the applicant on this form. I hereby certify that I am knowledgeable about, and qualified to attest to, the applicant's work and geological ability and that, except as otherwise noted on the front of this form, or in attached correspondence, the work experience described by the applicant and the time claimed for it, are generally true and accurate.

Endorser Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ ☐ I cannot so certify (attach letter of explanation)

**Return Directly:** By email to [dplsexperience@nysed.gov](mailto:dplsexperience@nysed.gov) (Note: **ONLY** domestic experience accrued in the U.S. may be submitted via email), Or, to the New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Professional Engineer Unit, 89 Washington Avenue, Albany, NY 12234-1000.

# Describing Work Experience

## Describing Work Experience

Work experience entries should describe engineering or surveying projects on which you personally worked. Each entry is broken into *Tasks* and *Duties* and *Projects*.

For *Tasks and Duties*, include your level of responsibility, degree of personal responsibility, the complexity of the work performed, and engineering decisions that you made.

For *Projects*, include the project name, location, dates and the exact engineering or surveying work you personally performed. The number of projects provided should be representative of the number of years you have worked for each employer and *span the entire time frame of the employment dates (one project for every two years, do not skip large periods of time)*. Each project should contain:

- Project scope, location (1-2 sentences)
- Dates of the project
- 1-2 sentences about what YOU specifically did for the project (using I statements like "I designed" and "I calculated")

**Use the following guidelines when determining how many average-sized projects to include. Larger projects that span multiple years are not expected to fall within these guidelines.**

5 years of employment	2-3 projects
10 years of employment	4-6 projects
20 years of employment	8-12 projects

✉ [Still need help? Contact Us \(#\)](#)

*Last updated on August 14, 2025*

### RELATED ARTICLES

 [Work experience FAQs \(/article/70-work-experience-faqs\)](/article/70-work-experience-faqs)

# Work Experience Examples

In general, please use this rubric for completing a description of each project:

Project name, scope, location (1-2 sentences)

Dates of the project

1-2 sentences about what YOUR specific role was on the project

The following are examples of the way work experience descriptions should be written about YOUR specific role in the project. These are just examples and should not be used in any work description.

## Land Development Design

Project Name, scope

Dates of project

I worked on a land development team that focused on commercial and residential land development projects. I performed analysis and design on a 200-acre commercial and retail center. I performed the design of water utilities, sanitary sewer, storm drain, paving, grading, drainage design, and a detention pond. I designed the network of storm drain pipes to contain the 100-year storm event per the city design manual.

## Land Development Design

Project Name, scope

Dates of project

I was part of a team that developed a master plan for a large development. The project had multiple design teams working together. My role was to design the water and sewer layout for multiple residential phases. I calculated the infrastructure cost associated with different residential layout schemes. I also designed mass grading options for different residential layout schemes using Civil 3D software. I calculated the amount of cut and fill associated with different layout options to determine which option would provide the best benefit for the associated cost.

## Water Treatment

Project Name, scope

Dates of project

I was a project engineer for a 3 million-gallon-per-day water treatment plant. I completed preliminary building and site layout and cost estimating. I designed the following treatment components: aeration; sizing of detention; design of air-backwash system; and design of recycle, filter backwash, and high service pump systems. I also completed

construction observation.

### **Bridge Replacement**

Project Name, scope

Dates of project

This project was a replacement of bridge adjacent to existing bridge. I established horizontal and vertical alignments, lane and shoulder widths and configurations, slope grading requirement, cross slopes, pavement elevations, stopping sight distance, and other engineering data needed to realign the road to the new bridge location. I computed quantities and prepared estimates for construct costs. I also helped establish right-of-way needs and coordinated utility relocation.

### **Design of HVAC, Plumbing, and Fire Protection**

Project Name, scope

Dates of project

I designed the HVAC, plumbing, and fire protection systems for a manufacturer. I verified existing as-built conditions, selected the proper equipment for the product, prepared an estimate on construction cost, completed engineering calculations related to duct and pipe sizing, and wrote specifications as required to procure equipment.

### **Electrical Design**

Project Name, scope

Dates of project

As the lead electrical engineer, I gathered information and prepared as-built drawings of the existing facilities. I developed the construction drawings to include connection details; grounding, and protection equipment; and preparation of the electrical specifications. I designed the lighting (indoor and outdoor) by using design software to perform a point-by-point foot-candle calculation of each area, and I prepared luminaire schedules.

### **Bridge Design**

Project Name, scope

Dates of project

I designed a three-span, precast concrete bridge that is supported by driven steel piling. As part of the design, I had to locate the bridge out of the 100-year floodplain. I designed the concrete back walls of the abutments to withhold the earthen backfill. The design was performed using the allowable strength design method. I developed construction plans for the bridge and approaching roadway. I was the project engineer during the construction of the

## **Board for Engineering, Land Surveying & Geology**

bridge and roadway. While the project engineer, I was in charge of independent testing of the densities of the roadway items, quality assurances of the concrete used during construction of the bridge, and establishment of the horizontal and vertical alignment of the roadway.

### **Project Site Engineer**

Project Name, scope

Dates of project

I served as project engineer for a community health center. My responsibilities included the design of the preliminary site layout; utility connections; storm drainage, soil erosion, and sedimentation controls for the zoning permit application; preparation of the storm water management report; and preparation of the Flood Management Certification Permit.

### **Fire Protection Systems for Elementary School**

Project Name, scope

Dates of project

I provided fire protection design services for this large, multistory elementary school. My responsibilities included building sprinkler system design, water supply analysis, and code analysis. I conducted construction administration activities including shop drawing and product submittal review, construction observation and inspection, and system commissioning and project closeout.

### **HVAC Design**

Project Name, scope

Dates of project

I provided comprehensive HVAC system and control system design for a mixed-use facility. I provided HVAC load calculations, system analysis and selections, specification development, CAD design drawing development, code interpretation, multidiscipline coordination, meetings with client stakeholders, energy efficiency code compliance, Building Information Modeling (BIM) coordination with contractors, and site construction progress verifications.

### **Waterway**

Project Name, scope

Dates of project

Creek hydraulic study: I performed hydraulic channel analysis and evaluated stabilization and remediation of bank and stream bed of a creek as well as protection measures for the existing bridge piers over the creek. I also created exhibits for various stabilization alternatives for department of transportation evaluation and approval to go along with the report.



## Structural

Project Name, scope

Dates of project

I designed and performed calculations for a building (steel roof, concrete shear walls, mat foundation), retaining wall, water storage tank, bracing system, seismic force resisting system connections and basement walls. I helped contractors and subcontractors in understanding the design intent as well as in determining adequate substitutions and field fixes given the unique constraints of the project due to its location. I also performed general inspections during construction to ensure compliance with the design.

## Surveying

Project Name, scope

Dates of project

Mixed use development: I resolved the boundary for each phase of the development. I provided quality control on the topographic surveys used in the design of the project. I provided quality assurance and quality control on the construction surveys for each phase. I also prepared final plats for the residential subdivision phases.

✉ *Still need help? Contact Us (#)*

*Last updated on January 8, 2021*

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# Work experience FAQs

## **Why do I have to provide a complete history of my work experience?**

State licensing boards require a detailed account of an applicant's work experience in order to make a determination on whether or not to license an individual. All Records applicants must provide a complete outline of their professional experience, including references for each entry. It is very important that each entry describes explicitly, yet concisely, the complexity of the work performed, the duties, and the exact engineering or surveying work that you personally performed.

## **Which job should I put first when listing my work experience?**

If you entered college immediately following high school graduation, begin your list with your first job after graduating from college. Time spent obtaining a bachelor's degree should not be listed. However, cooperative engineering or surveying work may be included. There can be no gaps in the complete chronological listing.

## **I delayed entering college. Do I have to account for the time between high school graduation and entering college?**

Yes. If you delayed entering college, you must account for work experience beginning with graduation from high school, whether or not it's engineering or surveying related. All time after high school must be accounted for with no time gaps.

## **I held some of these jobs a really long time ago. How accurate does this information have to be?**

Accuracy in supplying dates and describing the type of work performed is very important. The employer for each entry must verify the information that you provide.

## **When describing my work experience, is there anything specific I should include? How much detail should I provide?**

Work experience entries should describe engineering projects on which you personally worked. Each entry is broken into *Tasks and Duties* and *Projects*.

For *Tasks and Duties*, include your level of responsibility, degree of personal responsibility, the complexity of the work performed, and engineering decisions that you made.

For *Projects*, include the project name, location, dates of the project and the exact engineering or surveying work you personally performed. You do not have to list every project you worked on, but you must cover the entire time frame of a work entry, skipping no more than 2 years time.

## **How is my work experience verified?**

Work experience verifications are processed electronically based on information provided by the applicant. Respondents will be notified via email with instructions on how to access the secure information. NCEES recommends that you notify and follow up with your respondents to ensure they receive and respond to the

## Board for Engineering, Land Surveying & Geology

verification email. To meet the requirements of most state licensing boards, select a supervisor or department manager who was licensed as an engineer or surveyor, as appropriate, at the time of your employment. Unverified work experience does not apply when calculating experience for MLE, MLS, or MLSE status. If there is not someone that is licensed that can sign off on the work experience, it is okay to have someone else who worked with you during the entire time frame sign off on the entry. This may or may not be acceptable to all boards, but is generally preferable (versus not having it verified at all).

### **How long will it take to verify my work experience entries?**

It typically takes NCEES about 3-7 days to get to your work entry in our queue and either provide feedback or approve the entry. If feedback is given, you will need to adjust your entry accordingly and submit the entry for review again. Once the entry is approved, the entry is sent to your respondent for verification. It typically takes about five minutes for a respondent to access, review, and verify a work experience entry.

### **How can I check the status of my work experience verifications?**

The status of each work experience entry is provided via the applicant's MyNCEES account. Pending NCEES means that NCEES is reviewing the entry. Pending Supervisor means that the entry has been approved by NCEES and an email has been sent to the supervisor/respondent you listed. Approved/Complete means the entry was approved by NCEES and signed off on by your respondent. Edits Needed means our reviewers have provided you with feedback on needed changes to your entry.

### **I've held several different positions and/or worked on multiple projects for the same employer. Do I have to list them all as separate entries?**

No. If the employment consists of numerous projects, describe the general nature of your position or describe a specific project that is representative of your work.

You should try to limit your entries to one for each employer. Each entry will generate a verification form that must be completed by a supervisor and returned to NCEES. Multiple entries are usually unnecessary and can slow the completion process. The only reason to have multiple entries for the same employer is if there is not one person that can sign off on the entire time frame.

When identifying a supervisor, select someone who can verify all of the positions you've held within the company as well as your experience on all related projects.

### **Are there specific words or terms I should use or avoid when describing my experience?**

In describing your experience, use specific terms such as "I designed," "I reviewed," and "I recommended."

When describing a group project, focus only on your specific responsibilities. Do not include the roles and responsibilities of your coworkers. Avoid using terms like: "we", "the team", "responsible for", "attended to", "oversaw", "supported", "coordinated", "managed", "led", "directed", "involved", "participated", "assisted", and/or "helped".

## **Board for Engineering, Land Surveying & Geology**

Do not include language similar to what you would find on a résumé or job proposal. This is not a job application, so do not enter information as if you were applying for a job.

### **What types of duties and practice activities should I include?**

Examples of duties and practice activities are planning, design, construction, consultation, engineering, surveying, evaluation, research and development, operations and management, teaching, and subprofessional.

### **What does NCEES consider “creditable engineering experience?”**

Only work of an engineering nature is creditable, and this work usually follows graduation with a bachelor’s degree. The specific work includes typical descriptive activities as described above. Work that is not actual engineering work (like management, marketing, personnel, etc.) will not count as creditable engineering work.

Experience is not credible if it was obtained in violation of the licensure law. Experience as a contractor in the execution of a design by a professional engineer or in employment considered as that of supervising construction of such work may not be considered creditable experience.

### **Does my work during graduate school count?**

No. State boards will generally give you 1 year of creditable engineering experience for earning a graduate degree. Therefore, your education section with your verified graduate degree is all that is needed to suffice for this one year of time. Do not enter this work under your work experience section. Reviewers will give this 0% credit (giving you full credit would then be considered "double dipping" if you got credit in our system and a board also gave you credit).

### **I have worked as both an engineer and surveying during the same time frame. How do I list this?**

State boards do not provide experience credit for more than a full time job, so if you are working as a surveyor and an engineer, they must be listed separately so that both types of work can be counted. You'll list these entries as "part-time".

### **Can I make changes to my work experience entry after it's submitted for review?**

No. Carefully review the information provided and make any necessary changes before submitting your information for review. Changes to this information cannot be made once submitted. Reach out to NCEES if there is something that would be required to be changed about your work entry.

### **Some of my employment has been outside of the engineering or surveying profession. Do I need to include it?**

There can be no gaps in the complete chronological listing of your work experience. Include employment with organizations that are not engineering or surveying firms and employment not directly related to engineering or surveying work. You will list these entries as “other” work experience.

### **I was unemployed for a period of time. Do I need to include it?**

Periods of unemployment should be explained in the Time Gap section of the application.

### **Should I include part-time work?**

Yes. Differentiate between part-time and full-time employment. For part-time employment, provide the amount of time devoted to work instead of the elapsed calendar time.

### **What if a former employer is deceased, the firm has dissolved, or the firm is now operating under a different name?**

If a former employer is deceased, a firm has dissolved, or a firm is now operating under a different name, you can use a coworker or client to verify the experience. If that cannot be done, you can select to self-verify the experience and provide an explanation for why the experience cannot be verified.

### **How can I verify a period of self-employment?**

Verification of self-employment must be obtained from an associate or client, preferably a licensed engineer or surveyor. You cannot verify your own self employment. Periods of time that cannot be verified should be marked as self verified. Self verified work is not considered as verified work and you will need to have at least some work that is verified in order to qualify for licensure.

### **I am about to begin a new job. Should I include the work experience I expect to gain from it?**

All work experience must have been completed work, not anticipated work. If you have just started a new job, you can add it to your work experience page, but self verify the work instead of entering someone to sign off on it. Once you have worked there for long enough to have work to discuss/describe, then you can change the entry to have someone to sign off on it.

### **For Surveying Work Experience, what should I include?**

It is important to include any boundary work (if applicable) and demonstrate any knowledge of Public Land Surveying Systems (if applicable) that you have experienced during the employment.

✉ *Still need help? Contact Us (#)*

*Last updated on December 9, 2024*

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## APPENDIX A: EXPERIENCE RECORD FOR INITIAL LICENSURE AS A PROFESSIONAL ENGINEER

### NCEES Publication

### Experience Record for Initial Licensure as a Professional Engineer

Applicant's Name: \_\_\_\_\_

#### Part 1: Summary of Engineering Work by Engagement

List and describe the individual engineering work engagements and a brief description (1–2 pages) of the general type of work you performed. This section is similar to a specific job description, including the type of projects or engineering work you personally performed. Repeat sections (adding additional pages as needed) to cover all engagements you wish to include.

For the purposes of this section, an “engagement” is a job position that you held at each individual employer or at a single employer if the job positions are significantly different.

Engagement no.:  
From (date):  
To (date):  
Name of employer:  
Location:  
Supervisor's name:  
Brief description of engineering work performed:

[REPEAT THIS SECTION AS MANY TIMES AS NEEDED TO COVER REQUIRED EXPERIENCE]

#### Experience Record for Professional Engineer Applicants

#### Part 2: Summary of Engineering Work by Competency

Provide a detailed description of your overall engineering experience as it pertains to each competency. This section is not a summary per job or engagement as in Part 1—it is a description of your overall engineering experience across all engagements for each competency section. You will need to complete this section only once, regardless of many engagements you have in Part 1. If you do not have any experience for a particular competency section, describe why not (for example, a competency section was not part of any of your job descriptions or assigned job tasks.) Please keep each competency summary to no longer than 1–2 pages.

#### Competency Section Definitions

##### Competency 1: Knowledge

Demonstrate a comprehensive understanding of the natural and physical sciences, the engineering fundamentals, and the mathematics, numerical analysis, statistics, and computer and information sciences that apply to your engineering discipline.

- 1.1 General: Describe the fundamental science, technology, mathematics, or other relevant principles in your work and how you apply them.
- 1.2 Technical: Describe in detail how you apply fundamental technical engineering concepts in your work.

##### Competency 2: Engineering Application and Technical Ability

Apply established engineering methods and models in engineering analysis and design.

- 2.1 Analysis: Describe how you define, investigate, and analyze complex engineering problems. Examples include operating conditions, performance assessment, feasibility studies, constructability, safety, risk assessment, reliability, use of codes and standards, and use of data and technology.
- 2.2 Design: Describe how you design or develop solutions to complex engineering problems considering a variety of perspectives and options. Examples include construction plan or specification preparation, component design and selection, evaluation of alternatives, maintenance implications, use of codes and standards, and use of data and technology.



### **Competency 3: Professional Practice and Management**

Apply systematic approaches to the conduct and management of engineering projects, including planning, scheduling, budgeting and contracts, project control, teamwork, and risk management.

- 3.1 Planning: Describe how you have been involved in planning engineering projects. Describe what tools and strategies you employ. Examples include developing concepts and evaluating alternative methods.
- 3.2 Scheduling: Describe how you schedule your projects and tasks, including what tools and strategies you employ. Examples include preparing task breakdowns and schedules.
- 3.3 Budgets and Contracts: Describe how you have been involved in budgeting and contracting for engineering projects. Describe what tools and strategies you employ. Examples include contract development and cost estimating and control.
- 3.4 Project Control: Describe how you employ strategies to manage your projects. Describe what tools and strategies you employ. Examples include meeting scheduling and planning and project tracking.
- 3.5 Teamwork: Describe your experience and strategies in working on teams, both as a team member and as a team or workgroup leader. Describe your specific individual actions and accomplishments.
- 3.6 Risk Management: Describe how you identify, assess, manage, mitigate, and document project or system risks. Examples include assessment of risk associated with progression of a project and strategies to mitigate risks.

### **Competency 4: Communication**

Communicate effectively both orally and in writing in professional and lay domains.

- 4.1 Verbal: Describe how you communicate and collaborate clearly with a broad range of stakeholders in the course of engineering activities. Describe your experience in public speaking or speaking/presenting to a group.
- 4.2 Written: Describe how you communicate and collaborate clearly in writing with a broad range of stakeholders in the course of engineering activities.

### **Competency 5: Professional and Personal Attributes**

Know and follow a code of ethics that promotes a high degree of integrity in the practice of professional engineering and safeguards the health, safety, and welfare of the public.

- 5.1 Ethics: Describe how you apply professional and engineering ethical principles in engineering work. Describe how you appraise and respond appropriately to ethical dilemmas in your practice area, recognize unethical situations, and take appropriate action.
- 5.2 Legal and Regulatory: Describe how you apply legal and regulatory requirements in engineering work. Describe how you appraise and respond appropriately to legal or regulatory issues in your practice area and your familiarity with and implementation of U.S., state, and local codes, standards, or regulations.
- 5.3 Continuing Education: Describe continuing education activities you have completed to maintain and extend competencies and to enhance your ability to adapt to new areas of knowledge and technologies.

### **Competency 6: Other Pertinent Information (optional)**

- 6.1 Provide any other information that you believe is relevant to the attainment of competencies necessary for professional practice.

### **Competency 7: Discipline-Specific Competencies (if required)**

## STATE BOARD FOR ENGINEERING, LAND SURVEYING & GEOLOGY OFFICE OF THE PROFESSIONS

### Board Committee Overview

The Executive Secretary to the Board for Engineering, Land Surveying and Geology shall be informed of new and continuing business matters revealed by one or more board members and will record such communications. When the Executive Secretary determines a committee review is appropriate, he will send an email to the Board Chairman and appropriate committee Chairperson(s) describing the nature and context of the review request. The committee Chair(s) will arrange the appropriate collaborative means to work with committee members. They shall also keep the Executive Secretary informed of the date and times of scheduled collaboration to afford the option to participate. Depending on the matter and the expertise necessary for each review, additional board members may be assigned to a committee. Ad-hoc committees may also be formed at the discretion of the Executive Secretary and Board Chairman.

When a resolution, determination, or finding on a committee assigned matter is achieved, the Committee Chairman shall develop a summary report to the Executive Secretary with copy to the Board Chairman. The Executive Secretary will utilize the report to develop a formal memo for delivery to the full board during open or executive session, as appropriate.

2025 Committee Rosters							
Member	Access & Outreach	Project Delivery Methods	Edu	P.G.	L.S.	P.E.	Leg
Sreenivas Alampalli, P.E.		M	M			M	
Dan D'Angelo, P.E.	M	C				M	
Brian Holbritter, L.S.					C		
Rosanne Frandina, P.E., L.S.	M				M	M	
Frank Flanagan, L.S.			M		M		M
Jim Janora, P.G.	M			M			C
Gary Marcus, P.E.			M	M		M	
John Martin, P.E.	M	M	M	M	M	M	M
Tom Mitchell, P.E.		M	C			M	
Shaine Porter, L.S.		M			M		
Len Woods, P.E.	C	M				M	
Rosaleen Nogle, P.E.	M				M	C	M
Pat VanHaverbeke, L.S.	M				M		
Mike Rygel, P.G.	M		M	M			
Rick Watt, P.G.		M		C			

C = Chair, M = Member

## **Board Committee Descriptions**

### **Access & Outreach to the Professions**

This Committee handles matters of outreach and access related to professional practice scope, education, experience leading to professional practice, preparation for exams, application for licensure, licensure maintenance, continuing education, ethics, and discipline. This committee focuses on diversity and inclusion as important factor while conducting its functions. The committee may occasionally interface with other NYSED boards in matters of common interest. Note: Education program reviews will be handled by the education committee and associated professional (P.E., L.S. or P.G.) committees.

### **Education**

This committee develops program content comments related to Professional Education and Program Review (PEPR) reviews and partners with the P.E., L.S., and P.G. board committees and subject matter experts, as appropriate, to inform such reviews.

### **Geology**

This committee is responsible for oversight of matters primarily affecting the practice of geology including professional practice, regulations, experience review guidelines, educational reviews and requirements, examination, licensure, and practice guidelines. All board Professional Geologists are assigned to this committee.

### **Land Surveying**

This committee is responsible for oversight of matters primarily affecting the practice of land surveying including professional practice, regulations, experience review guidelines, educational reviews and requirements, examination, licensure, and practice guidelines. All board land surveyors are assigned to this committee.

### **Legislation**

This committee is responsible for monitoring and identifying State and Federal legislation that may impact engineering, land surveying, or geology and partners with the P.E., L.S., and P.G. board committees and subject matter experts, as appropriate, to inform such reviews.

### **Professional Engineering**

This committee is responsible for oversight of matters primarily affecting the practice of engineering including professional practice, regulations, experience review guidelines, educational reviews and requirements, examination, licensure, and practice guidelines. All board engineers are assigned to this committee.

### **Project Delivery Methods**

This committee is responsible for monitoring and identifying project delivery related matters and alternative project delivery methods affecting the board professions and considering the impact on the health, safety, and welfare of the public. This includes reviewing of proposed changes to State legislation in this area and monitoring federal legislation. This committee identifies and monitors matters related to construction activities including the supervision of construction affecting design profession practice and considering the impact on the health, safety, and welfare of the public.

### **PS 6.10 Responsible Use of Artificial Intelligence in Engineering and Surveying**

Artificial intelligence (AI) is a transformative tool for engineering and surveying practice, and NCEES affirms that its use must prioritize public safety, professional responsibility, and ethical standards. While AI-powered tools can automate complex tasks, human interaction and oversight remains essential to ensure proper use, accuracy, reliability, and adherence to industry standards. Engineers and surveyors must maintain competence in their practice, understanding both AI's capabilities and its limitations to make informed judgments.

Additionally, ethical considerations, including data privacy, bias mitigation, and accountability, should be prioritized to uphold public trust and professional integrity.

#### **A. Responsible Charge**

1. Licensed professionals retain ultimate responsibility for decisions and thus must ensure AI-generated outputs align with public protection, professional standards, and regulatory requirements.
2. Licensed professionals must not use AI to practice outside of their professional competency.
3. AI is a tool to assist, not replace, professional judgment, with licensed professionals overseeing and validating all critical processes.

#### **B. Competence**

1. Licensed professionals should stay informed about AI advancements, understanding its use, capabilities, limitations, and appropriate applications in their field.
2. Continuing education and training are essential to ensure licensed professionals can effectively integrate AI while upholding industry best practices.

#### **C. Validation/Transparency**

1. Licensed professionals must critically assess AI outputs, performing independent checks to confirm accuracy and reliability before implementation.
2. AI-generated results should be verifiable, with clear documentation of methodologies, data sources, and assumptions used in decision-making.

#### **D. Ethical Considerations**

1. Licensed professionals must adhere to all legal and ethical standards in the use of AI applications and recognize that safeguarding data privacy and security is critical.
2. AI models should be monitored for biases, ensuring fair and impartial outcomes that do not compromise public trust or professional integrity.

#### **E. Guidance and Collaboration**

1. Member boards should develop specific guidelines or rules addressing the responsible use of AI in engineering and surveying to ensure compliance with professional standards and public safety.
2. NCEES, member boards, and professional societies, along with outside experts should collaborate to establish best practices for AI integration to ensure AI is used effectively and responsibly across the engineering and surveying professions.

## North Carolina Board of Examiners for Engineers and Surveyors

### Guidelines on the Use of Artificial Intelligence in Engineering and Surveying Services

The North Carolina Board of Examiners for Engineers and Surveyors provides the following guidelines concerning the use of artificial intelligence (AI) in the provision of engineering and surveying services in accordance with Board laws and rules.

#### **I. Purpose and Scope**

If a licensee uses AI in the provision of engineering and surveying services, the licensee shall maintain responsible charge over all aspects of the work. In all projects or tasks that involve AI—whether as an assistive tool or for producing a final product—the licensee shall exercise direct control, maintain complete oversight of all data inputs, and be capable of reproducing the output independently from any AI program.

#### **II. Requirement of Responsible Charge**

Per 21 N.C. Admin. Code 56.0701(d), no licensee may affix a signature or seal to any document or plan unless the licensee was in responsible charge of the work. To ensure responsible charge when AI is used, the licensee should:

##### **1. Maintain Full Oversight:**

- Be directly involved in the review and supervision of both work in progress and the final product.
- Exercise the authority to “review and to change, reject or approve both the work in progress and the final work product, through examination, evaluation, communication and direction throughout the development of the work.”

##### **2. Ensure Comprehensive Knowledge:**

- Possess full professional knowledge and control over all aspects of the work, including the data inputs to any AI model.
- Be personally aware of the scope, needs, parameters, and limitations of the project to “be capable of answering questions relevant to the surveying or engineering decisions made as part of the services provided.”

##### **3. Accept Full Responsibility:**

- Maintain complete responsibility for the work, regardless of the degree of AI assistance.

- Document and maintain detailed records—including calculations, drawings, and data inputs and outputs—to demonstrate responsible charge.

### **III. Data Integrity and Control in AI Applications**

For licensees to exercise responsible charge over projects involving the use of AI and to conduct their practice “in a manner to protect the public health, safety, and welfare,” 21 N.C. Admin. Code. 56.0701(b), and “perform services in an ethical manner,” 21 N.C. Admin. Code 56.0701(h), licensees shall ensure that any data they provide to AI systems is managed with the utmost integrity, authenticity, and security:

- **Data Input and Verification:**

- Only use data that a licensee has verified as accurate and complete.
- Maintain direct control over the data provided to AI models, ensuring that any changes or updates are made with the licensee’s knowledge.

- **Understanding and Replication of Outputs:**

- Ensure that the results generated by AI tools can be fully understood, replicated, and, if necessary, reproduced by the licensee.
- Regularly review and validate AI outputs to confirm that they meet professional standards.

### **IV. Professional Competence and Continued Oversight**

Per 21 N.C. Admin. Code 56.0701(c), licensees shall perform services only within their areas of competence. Licensees should not use AI to work on a project in which they do not already have established competence through education and experience. Use of AI does not diminish the requirement to apply one’s professional judgment and possess professional competence. The licensee should:

- Stay current with technological advancements and understand the capabilities and limitations of any the AI tools employed.
- Continually evaluate and update their processes to ensure that the incorporation of AI does not compromise the quality or integrity of their professional services.

### **V. Record Keeping**

- Keep comprehensive records of all data inputs, processing methods, AI tool assessments, and validation procedures.
- These records shall be kept in a manner that supports the licensee’s claim of responsible charge and compliance with the Board’s rules.



## **Conclusion**

By adhering to these guidelines, licensees ensure that the use of AI enhances their work without undermining the professional responsibility and integrity required by Board Rules. The licensee remains fully responsible for the work performed, including the use of AI, and shall exercise full oversight, control, and professional judgment in every aspect of the project.

November 14, 2024

Re: Policy Advisory Opinion Regarding The Use of Artificial Intelligence Software by Licensees Under the Board's Jurisdiction (Policy Advisory Request No. 71)

The Texas Board of Professional Engineers and Land Surveyors (Board) met in public session on November 14, 2024, and approved this policy advisory opinion regarding the use of artificial intelligence (AI) software by licensees under the Board's jurisdiction. The Board has received numerous inquiries from licensees regarding the use of AI software and how it fits into the Board's regulatory framework.

For the purposes of this policy advisory, AI software means a computer program capable of high-complexity tasks, like learning, decision making, and problem solving. Artificial intelligence software uses machine learning to simulate human intelligence, which can allow the software to complete tasks of increasing nuance.

AI and associated software are a quickly evolving field and the Board will continue to monitor the issue. At this time, the Board offers the following guidance:

AI software is a tool available to the public at large and the Board's licensees. Neither the Texas Engineering Practice Act, the Professional Land Surveying Practices Act, nor the associated Board rules directly ban the use of AI software. As this software is a tool, it is acceptable for licensees to utilize it in their practice of engineering or professional surveying with the following caveats:

- As with any other software tool, AI software should not be relied upon without oversight and review by the licensee. Licensees are ultimately responsible for any work product they sign and seal and if using AI software as a tool in their practice, they should review the outputs to ensure they are complete, accurate, and consistent with generally accepted engineering and surveying concepts and principles. (See Board Rules 137.33(b) and 137.55(b) for professional engineers and Board Rules 138.33(b) and 138.55(b) for professional land surveyors).
- Licensees should not use AI software to work on a project in which they do not already have established competence through education or experience. (See Board Rule 137.59 for professional engineers and Board Rules 138.59 for professional land surveyors).
- Licensees should also be aware of how any AI software utilizes and stores data that is provided to it to ensure that the confidentiality of any client's data is maintained. (See Board Rule 137.61 for professional engineers and 138.61 for professional land surveyors.)

**Conclusion:**

No new Policy Advisory Opinion will be developed for this request as the Act and Board rules adequately address the use of artificial intelligence software at this time. The Board will continue to monitor artificial intelligence software and its impact on the Board's licensees and update and amend this policy statement as warranted.

If you have any further questions, please contact Mr. Michael Sims, P.E., Director of Compliance & Enforcement at 512.440.7723.

Sincerely,

A handwritten signature in black ink, appearing to read "Lance Kinney". The signature is fluid and cursive, with the first name "Lance" and last name "Kinney" clearly distinguishable.

Lance Kinney, Ph.D., P.E.  
Executive Director

LK:MZS

# Artificial intelligence in engineering and surveying: Determining proper and ethical usage for member boards and licensees



**MICHAEL SIMS, P.E.** | TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS DIRECTOR OF COMPLIANCE AND ENFORCEMENT

**A**rtificial intelligence (AI) is a quickly evolving field that will unquestionably have major impacts on the engineering and surveying professions going forward. It is projected that AI will reshape the engineering profession by automating routine tasks, enhancing complex problem-solving through simulations and generative design, and creating new career paths focused on AI oversight and human-AI collaboration.

Engineers will shift from performing repetitive work to higher-level roles, needing skills in computer science, data analysis, and system oversight to manage AI systems effectively and ensure ethical deployment. For surveying, AI advancements will allow for automating routine tasks, improving data accuracy and processing speeds, and generating advanced models and visualizations.

How to properly handle or regulate the use of AI by licensees while also ensuring that the public's health, safety, and welfare are protected will be a long-term challenge for member boards. If your board has not considered developing guidance on the use of AI by licensees, it is something you should consider.

The Texas Board of Professional Engineers and Land Surveyors began receiving questions about AI from licensees as early as 2023. In response, the board adopted a policy advisory opinion statement on the use of AI software by licensees in November 2024. To develop this guidance, board staff researched available existing policy statements on the use of AI and discussed the issue with stakeholders.

Based on the current status of AI software, the Texas board concluded that it is acceptable for engineers or surveyors to use AI software as a tool like other available software tools, such as AutoCAD, that aid engineers or surveyors in their work. The Texas board's position is that the use of AI by engineers and surveyors is allowable with the following guardrails in mind:

- As with any other software tool, AI software should not be relied on without oversight and review by the professional engineer or surveyor. Licensees are ultimately responsible for any work product they sign and seal, and if using AI software as a tool in their practice, they should review the outputs to ensure they are complete, accurate, and consistent with generally accepted engineering and surveying concepts and principles.

- Licensees should not use AI software to work on a project in which they do not already have established competence through education or experience.
- Licensees should also be aware of how any AI software uses and stores data that is provided to it to ensure that the confidentiality of any client's data is maintained.

A copy of the full guidance document issued by the Texas board can be found under Policy Advisory Opinion Number 71 at [pels.texas.gov/policy.htm](https://pels.texas.gov/policy.htm).

At the 2025 NCEES annual meeting, the Council adopted Position Statement 6.10 Responsible Use of Artificial Intelligence in Engineering and Surveying. Highlights of the position statement include

- Engineers or surveyors using AI must retain ultimate responsibility for all decisions.
- Licensees that choose to use AI should stay informed about AI advancements, understand its capabilities and limitations, and obtain continuing education and training to ensure that AI is successfully integrated while upholding industry best practices.
- AI outputs should be verifiable, with clear documentation of methodologies, data sources, and assumptions used in decision making, and outputs must be critically assessed to confirm accuracy and reliability before implementation.
- Licensed professionals must adhere to all legal and ethical standards in the use of AI applications.

## **Position Statement 6.10 Responsible Use of Artificial Intelligence in Engineering and Surveying can be found online in the NCEES Manual of Policy and Position Statements.**

See Publications in the  
About section of  
[ncees.org](https://ncees.org).

The full position statement can be found in the *NCEES Manual of Policy and Position Statements*. To access the manual online, see Publications in the About section of [ncees.org](https://ncees.org).

Even after guidance or a position statement is adopted by a member board, it is important for member boards to continue to monitor the anticipated large-scale advancement of AI software and update their guidance as changes in the field warrant.