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Maryland Laws and Regulations for Engineers

by

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Course Outline:

Maryland Code

Title 14

COMAR

COMAR 09.23

Continuing Education

Sign and Seal Requirements

Helpful References

Examination



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Maryland Code

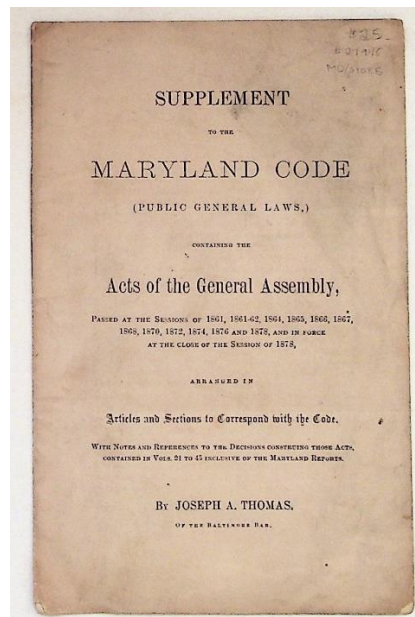
Laws enacted by the Maryland General Assembly (senate and house of delegates) are called statutes. All the state statutes are compiled to form the “Maryland Code”, sometimes referred to as the “Annotated Code of Maryland”. The statutes are organized by articles for each area of government, each with several titles.



Under the article “Business Occupations and Professions”, Title 14 is “Professional Engineers”. The organization tree for Title 14 is shown on the next page and below. See the “Helpful Resources” section for the websites to view the latest statutes, regulations, and the Board website.

Maryland Code

- **Article: Business Occupations and Professions**
 - **Title: 14 Professional Engineers**
 - **Subtitles: 1 to 6**
 - **Sections: 101 to 602**





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Maryland Code - Articles:

- Agriculture
- Alcoholic Beverages and Cannabis

Business Occupations and Professions

Business Regulation

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Titles:

- 1. Definitions; General Provisions.
- 2. Accountants.
- 3. Architects.
- 4. Barbers.
- 5. Cosmetologists.
- 5.5. Docking Masters.
- 6. Electricians.
- 6.5. Stationary Engineers.
- 7. Foresters.
- 8. Certified Interior Designers.
- 8.5. Certified Interior Designers.
- 9. Landscape Architects.
- 9.5. Crane Operators.
- 10. Lawyers.
- 10.5. Oil and Gas Land Professionals.
- 11. Pilots.
- 12. Plumbers.
- 13. Private Detectives.
- 14. Professional Engineers.**
- 15. Professional Land Surveyors

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14 Subtitles:

- 1. Definitions; General Provisions.
- 2. State Board for Professional Engineers.
- 3. Licensing.
- 4. Permits.
- 4A. Miscellaneous Provisions.
- 5. Prohibited Acts; Penalties.
- 6. Short Title; Termination of Title.



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Title 14

Title 14 is entitled “Professional Engineers”. It is referred to as the “engineering laws” in Maryland.

The following are all the subtitles and sections of Title 14, with bold items being of particular importance for practicing professional engineers.

Title 14. Professional Engineers

Subtitle 1. Definitions; General Provisions.

§ 14-101. Definitions.

§ 14-102. Legislative policy.

§ 14-103. Signature, sealing, and dating of engineering documents.

Subtitle 2. State Board for Professional Engineers.

§ 14-201. Established.

§ 14-202. Membership.

§ 14-203. Officers.

§ 14-204. Quorum; meetings; compensation; staff.

§ 14-204.1. Annual meeting.

§ 14-205. Code of ethics.

§ 14-206. Investigative and enforcement powers.

§ 14-207. Certification about licensee.

§ 14-208. Miscellaneous powers and duties.

§ 14-208.1. Maintenance of list of licensees and certificate holders.

§ 14-209. Establishment of fees; disposition of fees.

§ 14-210. Judicial review.

§ 14-211. Authority of Secretary.

Subtitle 3. Licensing.

§ 14-301. License required; exceptions.

§ 14-302. Practice by corporate officers and employees.

§ 14-303. Practice by employees and other subordinates.

§ 14-304. Qualifications of applicants.

§ 14-305. Education, experience, and examinations.

§ 14-306. Applications for licenses.

§ 14-307. Examinations — In general.



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- § 14-307.1. Examinations — Use of testing service to administer.
- § 14-308. Examinations — Failure.
- § 14-309. Examinations — Reexamination.
- § 14-310. Examinations — Early administration of Fundamentals of Engineering.
- § 14-311. Waiver of examination requirements.
- § 14-312. Issuance, contents, and replacement of license.
- § 14-313. Scope of license.
- § 14-314. Term and renewal of license.**
- § 14-315. Reinstatement of expired licenses.
- § 14-316. Retired status license; reactivation.
- § 14-317. Denials, reprimands, suspensions, and revocations — Grounds.
- § 14-318. Denials, reprimands, suspensions, and revocations — Commencement of proceedings.
- § 14-319. Denials, reprimands, suspensions, and revocations — Hearings.
- § 14-320. Reinstatement of revoked license.

Subtitle 4. Permits.

- § 14-401. Practice through corporation, limited liability company, or partnership authorized.
- § 14-402. Permit required; exception.
- § 14-403. Requirements for permit.
- § 14-404. Application for permit.
- § 14-405. Issuance.
- § 14-406. Authority conferred.
- § 14-407. Expiration and renewal.
- § 14-408. Notice to Board of changes.
- § 14-409. Denials, reprimands, suspensions, revocations; penalties.
- § 14-410. Hearing.
- § 14-411. Extension of permit term pending investigation or legal proceedings.
- § 14-412. Providing services during suspension or revocation of permit prohibited.
- § 14-413. Reinstatement — Revoked or suspended permits.
- § 14-414. Reinstatement — Nonrenewed permits.
- § 14-415. Compliance.

Subtitle 4A. Miscellaneous Provisions.

- § 14-4A-01. Seals.**
- § 14-4A-02. Endorsement of documents.**



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Subtitle 5. Prohibited Acts; Penalties.

§ 14-501. Practicing without license.

§ 14-501.1. Practicing without permit — Corporation, partnership, or limited liability company.

§ 14-502. Misrepresentation.

§ 14-502.1. Misrepresentation — Operating business through which engineering is practiced.

§ 14-503. Using license of another; impersonating professional engineer.

§ 14-504. Endorsement of documents.

§ 14-505. Giving false information to Board.

§ 14-506. Prohibited activities while license suspended or revoked.

§ 14-507. Practicing while not qualified.

§ 14-508. Criminal and civil penalties.

Subtitle 6. Short Title; Termination of Title.

§ 14-601. Short title.

§ 14-602. Termination of title.



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COMAR

The statutes in the Maryland Code are often high-level and lack details required for implementation. The general assembly delegates state agencies to manage implementation of statutes and to create regulations that complement the statutes. The collection of regulations is called the Code of Maryland Regulations (COMAR). These regulations are enforceable similar to the Maryland Code.

COMAR is a collection of “titles”, each in a different area of government. COMAR can be cited with the following abbreviation style:

COMAR 26.11.06.03B(2)(b)(i)

(Title)	26 Department of the Environment
(Subtitle)	11 Air Quality
(Chapter)	06 General Emission Standards, Prohibitions, and Restrictions
(Regulation)	.03 Particulate Matter.
(Section)	B. Particulate Matter from Confined Sources.
(Subsection)	(2) Areas III and IV.
(Paragraph)	(a) Exceptions. Section B(2)(b) of this regulation does not apply to the following:
(Subparagraph)	(i) Iron and steel production installations;

COMAR Title 9, Subtitle 23 (COMAR 09.23) is entitled “Board for Professional Engineers”. It has many important details to guide the regular practice of engineering in Maryland. See the next page for an organization tree for COMAR 09.23.

Board

The state agency for professional engineering is the “State Board for Professional Engineers”, hereafter referred to as the Board. The Board oversees thousands of Professional Engineers and is given authority to manage and further regulate professional engineering in § 14-208. The board falls under the umbrella of the Maryland Department of Labor.

The Board can make modifications to COMAR 09.23 through procedures in the Administrative Procedure Act (Maryland Code, Title 10). Thus COMAR 09.23 is known as the “Board Regulations” or “Engineering Regulations” in Maryland. Proposed amendments are listed on the Department of Labor website at <https://www.labor.maryland.gov/regs/pending.shtml>.



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COMAR - Titles:

- 01 - Executive Department
- 02 - Office of the Attorney General
- 03 - Comptroller of the Treasury
- 04 - Department of General Services
- 05 - Department of Housing and Community Development
- 07 - Department of Human Services
- 08 - Department of Natural Resources
- 09 - Maryland Department of Labor**
- 10 - Maryland Department of Health
- ...

Title 9 Subtitles:

- 01 - Office of the Secretary
- 03 - Commissioner of Financial Regulation
- 08 - Home Improvement Commission
- 09 - Maryland Board of Electricians
- ...
- 21 - Board of Architects
- 22 - Board of Cosmetologists
- 23 - Board for Professional Engineers**
- 24 - Board of Public Accountancy
- ...

Subtitle 23 Chapters:

- 01 - Procedural Regulations
- 02 - Hearing Regulations
- 03 - Code of Ethics
- 04 - Fees
- 05 - Unapproved Option—Engineering Curriculum
- 06 - Continuing Professional Competency Requirements





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COMAR 09.23

The contents of COMAR 09.23 are as follows with the bold sections being of particular importance for practicing professional engineers:

COMAR 09.23 Board for Professional Engineers

09.23.01. Procedural Regulations

09.23.01.00. Notations

09.23.01.01. Duties of Board Officers

09.23.01.02. Board Meetings

09.23.01.03. Licensee's Seal

09.23.01.04. Examinations

09.23.01.9999. Administrative History

09.23.02. Hearing Regulations

09.23.02.00. Notations

09.23.02.01. Hearings Before the Board

09.23.02.02. Hearings Delegated to the Office of Administrative Hearings

09.23.02.9999. Administrative History

09.23.03. Code of Ethics

09.23.03.00. Notations

09.23.03.01. Responsibility to the Public

09.23.03.02. Public Statements, Reports, and Testimony

09.23.03.03. Competency for Assignments Undertaken or Approved

09.23.03.04. Conflicts of Interest

09.23.03.05. Full Disclosure

09.23.03.06. Compliance with Laws

09.23.03.07. Professional Conduct

09.23.03.08. Names of Entities

09.23.03.09. Signing and Sealing Requirements

09.23.03.10. Titleblock Rules

09.23.03.11. Failure to Respond

09.23.03.9999. Administrative History

09.23.04. Fees

09.23.04.00. Notations

09.23.04.01. Purpose

09.23.04.02. Definitions

09.23.04.03. Fees and Costs

09.23.04.9999. Administrative History



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09.23.05. Unapproved Option—Engineering Curriculum

- 09.23.05.00. Notations
- 09.23.05.01. Definitions
- 09.23.05.02. Engineering Curriculum
- 09.23.05.03. Engineering Subject Courses
- 09.23.05.04. Evidence of Completion
- 09.23.05.05. Burden of Persuasion
- 09.23.05.06. Approved and Unapproved Curricula
- 09.23.05.9999. Administrative History

09.23.06. Continuing Professional Competency Requirements

- 09.23.06.00. Notations**
- 09.23.06.01. Purpose**
- 09.23.06.02. Definitions**
- 09.23.06.03. Requirements**
- 09.23.06.04. Qualifying Programs**
- 09.23.06.05. Sources of Credit**
- 09.23.06.06. Values of Units**
- 09.23.06.07. Authorizations of Providers/Other Presenters**
- 09.23.06.08. Record Keeping**
- 09.23.06.09. Reporting Requirements for License Renewal**
- 09.23.06.10. Exceptions from Compliance with CPC Requirements**
- 09.23.06.11. Failure to Meet the CPC Requirements**
- 09.23.06.12. Reinstatement of License**
- 09.23.06.13. Retired Status**
- 09.23.06.14. Dual Licensees**
- 09.23.06.15. CPC Units Earned in Other States**
- 09.23.06.9999. Administrative History



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Continuing Education

Continuing education requirements in Maryland are referred to as Continuing Professional Competency (CPC). Per COMAR 09.23.06.03, the following CPC is required every biennial renewal period, where a PDH is a professional development hour:

- Total 16 PDH
- Minimum 1 PDH in any of the following:
 - Ethical concerns and conflicts related to engineering
 - Code of conduct for professional engineers
 - Standards of practice or care related to engineering
 - Laws and regulations applicable to the practice of engineering in Maryland (this course)
- Maximum of 8 PDH can be carried forward
- Retain PDH records for 4 years
- Renews biennially based on licensee's date of birth
- A Dual Licensee (engineer & surveyor) must comply with the CPC requirements in COMAR 09.13.08 (total 24 PDH) applicable to licensed surveyors, except that a minimum of one-third of the hours (8 PDH) shall be from qualifying programs on engineering-related topics.

Statutes and Regulations

Here is a copy-paste of the relevant statutes and regulations:

§14–314. Term and renewal of license.

(a) Unless a license is renewed for a 2–year term as provided in this section, the license expires on the first June 30 that comes:

- (1) after the effective date of the license; and
- (2) in an even–numbered year.

(b) (1) At least 1 month before a license expires, the Board shall mail or electronically transmit to the licensee:

- (i) a renewal application form; and
- (ii) a notice that states:
 1. the date on which the current license expires; and
 2. the amount of the license fee.

(2) If an electronic transmission under paragraph (1) of this subsection is returned to the Board as undeliverable, the Board shall mail to the licensee, at the last known address of the licensee, the materials required under paragraph (1) of this subsection within 10 business days of the date the Board received the notice that the electronic transmission was undeliverable.



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(3) The failure of a licensee to receive the notice for which this subsection provides does not prevent the license from expiring as specified under subsection (a) of this section.

(c) Before a license expires, the licensee periodically may renew it for an additional 2-year term, if the licensee:

- (1) otherwise is entitled to be licensed;
- (2) pays to the Board a license fee set by the Board; and
- (3) submits to the Board a renewal application on the form that the Board provides.

(d) (1) The Board shall renew the license of and issue a renewal certificate to each licensee who meets the requirements of this section.

(2) The Board shall include on each renewal certificate that the Board issues:

- (i) the date on which the current license expires; and
- (ii) the signatures of the chairman and secretary of the Board, under seal of the Board.

(e) The Secretary may determine that licenses issued under this subtitle shall expire on a staggered basis.

(f) The Board shall adopt regulations to require a demonstration of continuing professional competency for a licensee as a condition of renewal of a license under this section in accordance with the following:

- (1) continuing professional competency requirements do not apply to the first renewal of a license;
- (2) if a license expires on or before September 30, 2012, a licensee is not required to fulfill the continuing professional competency requirements;
- (3) if a license expires between October 1, 2012, and September 30, 2013, a licensee is required to fulfill 50% of the continuing professional competency requirements as provided in the regulations adopted by the Board under this subsection; and
- (4) if a license expires on or after October 1, 2013, a licensee is required to fulfill the full continuing professional competency requirements as provided in the regulations adopted by the Board under this subsection.

09.23.06. Continuing Professional Competency Requirements

09.23.06.01 Purpose.

The public interest requires that professional engineers provide competent services in all areas of practice. The State legislature has determined that it is in the best interest of the public to require professional engineers to comply with the continuing professional competency requirements as a prerequisite to the renewal of a license.



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09.23.06.02 Definitions.

A. In this chapter, the following terms have the meaning indicated.

B. Terms Defined.

(1) "Activity" means attending and completing any qualifying courses, seminars, workshops, technical presentations, and other qualifying programs with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice. Regular duties in the course of employment are not considered qualified activities.

(2) "Authorized provider" means an organization or individual reviewed and approved by the Board.

(3) "Board" means the State Board for Professional Engineers.

(4) "Dual Licensee" means a person who is licensed as both a professional engineer and a professional land or property line surveyor.

(5) "NCEES" means the National Council of Examiners for Engineering and Surveying.

(6) "Professional Development Hour (PDH)" means a contact hour (nominal) of instruction or presentation and is the common denominator for other units of credit.

(7) "Qualifying program" means any course, seminar, workshop, technical presentation, or other qualifying offering that meets the criteria set forth in Regulation .04 of this chapter.

(8) "Reporting period" means a 2-year licensing period immediately preceding a current individual licensing term.

(9) "Self-directed activity" means an activity that does not involve a face-to-face direct learning experience. The self-directed activity may include, but is not limited to, correspondence courses, online courses, and televised, videotaped, or audiotaped presentations and shall provide for, in addition to the requirements in Regulation .04 of this chapter, clear outcome measures in the form of a narrative, test, report, study, research paper, or any other appropriate form or method.

09.23.06.03 Requirements.

A. A licensee shall complete a minimum of 16 PDH units earned from the participation in and completion of qualifying programs described in Regulation .04 of this chapter as a condition of license renewal in each individual biennial licensing term.

B. A minimum of 1 PDH unit in each individual biennial licensing term shall be earned from the participation in and the completion of qualifying programs with content areas related to the following:

(1) The awareness of ethical concerns and conflicts related to the practice of engineering;

(2) An enhanced familiarity with the code of conduct for professional engineers;



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- (3) An understanding of standards of practice or care related to the practice of engineering; or
 - (4) Laws and regulations applicable to the practice of engineering in Maryland.
- C. A maximum of 8 PDH units earned in excess of 16 units that are required for a license renewal during the licensing term can be carried forward to apply as credit toward the next individual licensing term.

09.23.06.04 Qualifying Programs.

A. Programs shall meet at least the following criteria in order to be considered qualifying programs:

- (1) Maintain and enhance professional competency of professional engineers; and
- (2) Foster improvement, advancement, and extension of professional skills and knowledge related to the practice of engineering.

B. Qualifying programs shall have the following content areas:

- (1) Technical, research, analytical, or design aspects of engineering;
- (2) Laws and regulations applicable to the practice of engineering in Maryland;
- (3) Engineering-related computer hardware and software topics;
- (4) Standards of practice or care;
- (5) Professional engineering ethics;
- (6) Project management, risk assessment and management, or emergency and disaster management; or
- (7) Similar topics aimed to maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice.

C. The determination of whether the activity constitutes a qualifying activity is within the discretion of the Board.

09.23.06.05 Sources of Credit.

A. A licensee may earn PDH units by any of the following methods:

- (1) Attending and successfully completing qualifying programs in which the teaching methodology consists primarily of systematic presentation of subjects related to the practice of engineering, and which programs are:
 - (a) Offered by pre-approved or other authorized providers;
 - (b) Have a stated purpose and defined content areas; and
 - (c) Have a clearly stated duration.
- (2) Serving as a single or first author of an original paper on engineering subject matters published in magazines, journals, professional proceedings, or other similar publications intended for professional use and distribution;
- (3) Serving as a single or first author of an original published book on engineering subject matters that exhibits excellence in scholarship and has a significant impact and influence on the direction of engineering;
- (4) Subject to limitations set forth in Regulation .06 of this chapter, active participation in an engineering professional or technical society;



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- (5) Obtaining a patent;
 - (6) Subject to limitations set forth in this Regulation .05, teaching or lecturing of a qualified program, as described in Regulation .04 of this chapter;
 - (7) Developing examination questions accepted for use on NCEES examinations; or
 - (8) Other appropriate methods approved by the Board.
- B. A licensee may not earn credits for such activities as:
- (1) Regular employment as a professional engineer, full-time faculty member, or expert witness;
 - (2) Marketing or business development or sales;
 - (3) Equipment demonstrations or trade show displays;
 - (4) Time management techniques and strategies;
 - (5) Computer-aided drafting;
 - (6) Repetitive attendance of the same course or activity;
 - (7) Attending committee meetings or general business meetings of any organization;
 - (8) Conversational language courses for personal use;
 - (9) Executive coaching;
 - (10) Basic computer software, including, but not limited to, Excel, Word, Outlook, and similar basic computer software; or
 - (11) Any other topics not relevant to the practice of engineering.

09.23.06.06 Values of Units.

A. PDH units are earned or converted from other units of credit as follows:

- (1) 1 college or unit semester hour — 45 PDH units;
- (2) 1 college or unit quarter hour — 30 PDH units;
- (3) 1 continuing education unit — 10 PDH units;
- (4) Each published paper or article on an engineering subject as identified in Regulation .04 of this chapter — 5 PDH units;
- (5) Each published book on an engineering subject — 24 PDH units;
- (6) Teaching of engineering and related subjects on a part-time basis, provided that:
 - (a) The presenter may claim credit for the first time presentation of the qualifying program; and
 - (b) The presenter may claim up to 2 times the number of PDH units awarded by the Board for the same program;
- (7) Participation in engineering, professional or technical societies, regardless of the number of organizations a licensee may be serving on simultaneously, as an officer, provided that the credit is not considered earned until the end of each year of service completed — 1 PDH unit;
- (8) Work related to the development and submission of examination questions subject to the following limitations:



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- (a) Questions accepted for use on NCEES examinations — 2 PDH units per accepted question, up to 4 PDH units per year; and
- (b) Attendance and participation in NCEES exam development committee meetings — up to 6 PDH units per year; and
- (9) Obtaining a patent — 8 PDH units.

B. The final determinations of value and other matters related to the PDH units are the responsibility of the licensee, subject to review and approval by the Board.

09.23.06.07 Authorizations of Providers/Other Presenters.

A. The Board will review and, if appropriate, approve the providers of the qualifying programs.

B. Providers' Eligibility/Other Presenters.

(1) The following providers are considered to be preauthorized providers without any further action by the Board:

- (a) National (ABET/EAC), regional, or State accredited academic institutions;
- (b) National, State, or regional engineering professional or technical societies or organizations;
- (c) NCEES;
- (d) American Council of Engineering Companies;
- (e) International Association for Continuing Education and Training;
- (f) Entities that are currently certified as approved providers by preauthorized providers; and
- (g) Other entities that may from time to time become approved by the Board.

(2) In order to be eligible to become an approved provider, the provider must offer the qualifying activity that meets the criteria set forth in Regulation .04 of this chapter.

(3) The Board may allow appropriate credits for the attendance and participation in a technical activity or presentation by companies or organizations, whether or not approved by the Board under this regulation, if:

- (a) The activity or presentation is consistent with Regulation .04 of this chapter; and
- (b) A licensee maintains required documentation in accordance with Regulation .08 of this chapter, including a test or other appropriate outcome measure acceptable to the Board.

(4) Approval of Providers.

(a) The individuals or entities that are not considered to be pre-approved providers, including, but not limited to, professional firms conducting in-house presentations, may be approved by the Board to become authorized providers upon application and approval by the Board.

(b) During the application process, the Board will evaluate the suitability of the provider to serve as an approved provider.



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(c) The provider shall submit general information that will enable the Board to evaluate the provider's qualifications. At a minimum, the Board requires the following information to be submitted with each application for approval:

(i) The types and descriptions of proposed or existing courses intended to be offered;

(ii) The number of PDH units to be awarded for each course;

(iii) The identity and qualifications of the course instructors;

(iv) The explanation and sample of outcome measures for any self-directed programs that may be offered; and

(v) The sample course outlines detailing the content of activity to be offered.

(d) The Board may suspend or revoke authorization as a provider if, in the judgment of the Board, the intent of Business Occupations and Professions Article, §14-314(f), Annotated Code of Maryland, is no longer served.

(e) An individual or organization whose provider's privilege has been suspended or revoked may appeal to the Board for a hearing, within 30 days after notification of the action by the Board.

(f) The Board may require approved providers to document the CPC activities for audit by the Board at any time within the 6-year period after the first presentation of the programs. Documentation shall include registration and attendance records, stated purpose, content, presentation, time and length of the activity, and participant evaluations.

C. The Board shall maintain and make available to licensees, as often as it considers appropriate, a roster of approved providers.

09.23.06.08 Record Keeping.

A. Responsibility to Maintain Records.

(1) The responsibility of maintaining records to be used to support the continuing professional competency credit claim is the responsibility of each licensee.

(2) A licensee shall maintain the records for a period of at least 4 years from the date of completion of the qualifying program.

B. Documentation referred to in §A(2) of this regulation, includes, but is not limited to, the following:

(1) Certificates of participation;

(2) Transcripts, if appropriate;

(3) Reprints of publications;

(4) Proof of presentations;

(5) Title and description of the activity;

(6) Dates and times attended;

(7) Presenter's name; and

(8) Any other information that may be required by the Board.



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09.23.06.09 Reporting Requirements for License Renewal.

- A. A licensee shall attest on the license renewal form to the fact that the licensee has completed all applicable CPC requirements set forth in this chapter before the licensee's license expiration date.
- B. The Board at its discretion may audit licensees to ascertain compliance with CPC requirements.
- C. Licensees who are audited shall provide any additional documentation required by the Board to complete the audit.

09.23.06.10 Exceptions from Compliance with CPC Requirements.

A. Notwithstanding other requirements set forth in this chapter, a licensee who is granted an initial license may renew a license for the next full term without complying with the CPC requirements if:

- (1) The licensee has been granted an initial license and is renewing a license for the next full term; and
- (2) The licensee qualifies under the criteria set forth in Title 2.5, Business Regulation Article, Annotated Code of Maryland.

B. Compliance Exception Request.

(1) If a licensee is unable to comply with all or part of CPC requirements due to physical disability, illness, or other extenuating circumstances, the licensee may request the Board or the Board's administrative designee grant a one-time exception from compliance (Compliance Exception Request), provided that the Compliance Exception Request is filed with the Board or the Board's administrative designee at least 30 days prior to the licensee's license expiration date.

(2) If a Compliance Exception Request is based on physical disability or illness, the licensee must provide the Board or the Board's designee with written documentation acceptable to the Board supporting the basis for the request.

(3) A Compliance Exception Request must be accompanied by a detailed proposal acceptable to the Board indicating the licensee's intended plan of compliance with CPC requirements within no later than 6 months after the license expiration date. Failure to provide the acceptable plan of compliance within the time period specified in this regulation may result in the Board's administrative dismissal of the Compliance Exception Request.

09.23.06.11 Failure to Meet the CPC Requirements.

In the event a licensee fails to comply with the CPC requirements set forth in this chapter, the Board, subject to the hearing provisions of Business Occupations and Professions Article, §14–319, Annotated Code of Maryland, may take any and all available disciplinary actions under Business Occupations and Professions Article, §14.317, Annotated Code of Maryland.



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09.23.06.12 Reinstatement of License.

A licensee who wishes to reinstate a license shall fulfill at least 16 PDH units by attending and successfully completing one or more qualifying programs described in Regulations .03 and .04 of this chapter for the immediately preceding CPC reporting period and pay all applicable fees.

09.23.06.13 Retired Status.

An individual who elected to receive retired status license shall be exempt from the compliance with the CPC requirements. In the event such individual elects to have the license reactivated, the individual shall fulfill at least 16 PDH units by attending and successfully completing one or more qualifying programs described in Regulations .03 and .04 of this chapter.

09.23.06.14 Dual Licensees.

A licensee who maintains current licenses in the State of Maryland both as a professional engineer and as a professional land or property line surveyor shall fulfill at least 8 PDH units that satisfy the CPC requirements set forth in COMAR 09.13.08 applicable to licensed professional land or property line surveyors, and at least 8 PDH units that satisfy the CPC requirements of this chapter.

09.23.06.15 CPC Units Earned in Other States.

The Board will accept CPC units earned for qualifying activities completed in other jurisdictions, provided that:

- A. The activity is consistent and complies with the requisite criteria set forth in this chapter;
- B. An out-of-State licensee provides evidence of attending and completing a qualifying activity in another state, together with the applicable number of CPC units earned; and
- C. An out-of-State licensee otherwise fulfills all other applicable license renewal requirements in the State of Maryland.

09.23.06.9999 Administrative History

Effective date: July 11, 2011 (38:14 Md. R. 789)

Regulation .11 amended effective August 18, 2014 (41:16 Md. R. 945)

Chapter revised effective January 15, 2018 (45:1 Md. R. 13)

Regulation .15 adopted effective July 27, 2020 (47:15 Md. R. 713)



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Sign and Seal Requirements

Maryland PE seal and signature requirements are found in COMAR 09.23.03.09. Here are a few highlights that may differ from requirements in other states:

- Seal shall include the Great Seal of Maryland as a center, with the licensee's name and license number, surrounded by words "State of Maryland" at top, and "Professional Engineer" at bottom.
- Board website states the seal size should be between 1-5/8" and 2" diameter
- Example seal and certification statement:



PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND.
 LICENSE NO. 00000
 EXPIRATION DATE: _____

- Include the following certification statement when signing and seal plans, specifications, drawings, reports, or other documents:

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. _____, Expiration Date: _____

- License expiration date is required in the certification statement but not the seal.
- The titleblock, certification, seal, and signature shall appear close to each other.
- Acceptable forms of signatures:
 - Hand signed with permanent ink and an impression or rubber stamp seal
 - Digital signature requirements:
 - Contains identification unique to a licensee
 - Under the exclusive control of the licensee
 - Cannot be repudiated and is independently verifiable
 - Linked to the document so any subsequent modifications will result in the document no longer being approved by the licensee



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Disciplines

Maryland is a generic licensure jurisdiction for engineering, so there are not specific licenses for each discipline (civil, electrical, structural, etc.). There are no special code requirements for structural engineering. Engineering discipline names are not listed on seals.

Statutes and Regulations

The following is a copy-paste of the relevant statutes and regulations:

§14-4A-01. Seals

- (a) Each professional engineer may obtain a seal for use as required under § 14-403 of this title.
- (b) The seal shall:
 - (1) be of a design determined by the Board; and
 - (2) include:
 - (i) the legend "professional engineer"; and
 - (ii) the name and license number of the professional engineer who holds the seal.

§14-4A-02. Endorsement of documents.

- (a) Before a professional engineer issues to a client or submits to a public authority any plan, specification, or report, the professional engineer who prepared or approved the document shall endorse on the document the professional engineer's:
 - (1) original signature and date of signature; and
 - (2) seal or a facsimile of the seal.
- (b) A public authority may not accept any engineering plan, specification, or report unless the document is endorsed as required under subsection (a) of this section.

09.23.01.03. Licensee's Seal.

- A. A licensee who engages in the practice of engineering in Maryland shall obtain an impression seal or a rubber stamp facsimile.
- B. A licensee's seal shall be a seal consisting of the pictorial device of the Great Seal of Maryland as a center, surrounded by the words "State of Maryland" and "Professional Engineer" and the licensee's name and license number.

09.23.03.09. Signing and Sealing Requirements.

- A. A licensee may sign and seal plans, specifications, drawings, reports, or other documents that are required to be signed and sealed pursuant to the Business Occupations and Professions Article, §14-4A-02, Annotated Code of Maryland, only if the following requirements are met:



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(1) The licensee is competent in the subject matter of those documents by virtue of education or experience, or both; and

(2) The licensee either:

(a) Personally prepared the documents, or

(b) Approved the documents.

B. Definition. For purposes of §A(2)(b) of this regulation, the term "approved" means that the licensee satisfied the following criteria:

(1) Had technical knowledge and responsible control over the content of technical submissions during their preparation; and

(2) Performed substantive review and had authority to make revisions with regard to the preparation of submissions described in this regulation.

C. A licensee may complete, correct, revise, or add to the work performed by another licensee when engaged to do so by a client, if the following requirements are met:

(1) The client furnishes the documentation of the work submitted to the client by the first licensee;

(2) The first licensee, if still engaged in a business of providing engineering services, is notified in writing by the second licensee of the engagement referred to in this section immediately upon acceptance of the engagement; and

(3) The second licensee signs, seals, and is responsible for the completions, corrections, revisions, or additions that the second licensee made.

D. Nothing in §C of this regulation is intended to relieve the first licensee from any liability that the first licensee is deemed to assume for work performed by the first licensee pursuant to the requirements set forth in this regulation.

E. Original Signature.

(1) A licensee who prepared or approved documents in accordance with the criteria set forth in this regulation shall place the licensee's original signature and date of the signature on the documents required to be signed and sealed pursuant to Business Occupations and Professions Article, §14-4A-02, Annotated Code of Maryland.

(2) For the purposes of this regulation, the term "original signature" means:

(a) A handwritten signature in permanent ink; or

(b) A digital signature, which satisfies the following requirements:

(i) It contains identification unique to a licensee using it, such as the licensee's name and license number;

(ii) It is under the exclusive control of the licensee using it;

(iii) It cannot be repudiated and is independently verifiable; and

(iv) It is linked to the document in such a manner that any subsequent modifications to the document after the digital signature was appended to it will result in the document no longer being prepared or approved by the licensee.

F. Nothing in this regulation is intended to modify any of the requirements applicable to professional certifications or titleblocks more specifically set forth in Regulation .10 of this chapter.



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09.23.03.10 Titleblock Rules.

- A. A person may not remove a titleblock from any print or reproduction of the documents described in this chapter.
- B. The titleblock shall contain at least the printed name of the engineering entity.
- C. The directors of a corporation, partners of a partnership, or members of a limited liability company through which engineering is practiced, may designate another employee of the entity to sign and seal the documents in accordance with the requirements set forth in this chapter, if:
 - (1) The designee is licensed in the State to practice engineering; and
 - (2) The designee prepared or approved the documents for a particular project in accordance with this chapter.
- D. Documents described in this chapter shall contain the following certification:
"Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. _____, Expiration Date: _____."
- E. The titleblock, certification, seal, and signature shall appear close to each other.



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Helpful References

Maryland Board for Professional Engineers:

General website: <https://labor.maryland.gov/license/pe/>
License renewal: <https://labor.maryland.gov/license/pe/perenew.shtml>
Update contact info.: <https://labor.maryland.gov/license/pe/pechange.shtml>
Digital signature: <https://labor.maryland.gov/license/pe/pedigsigs.shtml>
PE seal & titleblock: <https://labor.maryland.gov/license/pe/peseal.shtml>
CPC Education: <https://labor.maryland.gov/license/pe/peeduc.shtml>

Maryland Code, Title 14. Professional Engineers:

<http://mgaleg.maryland.gov/mgaweb/Laws/StatuteText?article=gbo§ion=14-101&enactments=false>

COMAR 09.23, Board for Professional Engineers:

<https://dsd.maryland.gov/Pages/COMARSearch.aspx>