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# Missouri Laws and Rules for Engineers

by

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Missouri Laws and Rules for Engineers  
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Course Outline:

Missouri Revised Statutes  
RSMo 327  
Other Statutes  
20 CSR 2030  
State Board  
Title Block Requirements  
Practice of Professional Engineering  
Sign and Seal Requirements  
Continuing Education  
Helpful References  
Examination



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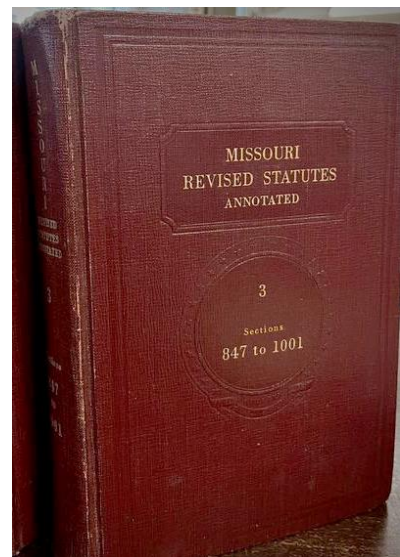
### **Missouri Revised Statutes**

State laws are enacted by the Missouri General Assembly, made up of the State Senate and House of Representatives. When a bill has passed in both chambers, it is transmitted to the Governor for signature and then becomes law. If the Governor vetoes the bill, the General Assembly must override a veto with a two-thirds vote in both the Senate and the House of Representatives for the bill to become law.

The Joint Committee on Legislative Research publishes bills in a book entitled Laws of Missouri. Also, the Office of the Revisor of Statutes updates the codified collection of laws called the *Revised Statutes of Missouri* (RSMo) or the *Missouri Revised Statutes* (Mo. Rev. Stat.)(MRS).

The Missouri Revised Statutes contains 41 Titles covering a variety of subjects. Title 12 is “Occupations and Professions” which contains following five chapters related to the practice of engineering:

- Chapter 8 - State Buildings and Lands
- Chapter 41 - Military Forces
- Chapter 324 - Occupations and Professions General Provisions
- Chapter 327 - Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects
- Chapter 537 - Torts and Actions for Damages



Chapter 327 is the main law for the practice of professional engineering, and it is cited as RSMo 327, Mo. Rev. Stat. 327, or MRS 327.

See the “Helpful Resources” section for the websites to view the latest laws, rules, and the Board website.



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**RSMo 327**

The law dedicated to the practice of engineering in Missouri is RSMo 327. It contains general requirements for architects, professional engineers, and land surveyors. It also gives authority to the *Board For Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects* (Board) to manage licensing and professional conduct.

The following are all the section names in RSMo 327, with bold items being of particular importance for practicing professional engineers.

Title XXII OCCUPATIONS AND PROFESSIONS

Chapter 327 Architects, Engineers, Land Surveyors and Landscape Architects

**327.011 Definitions.**

STATE BOARD

- 327.031 Board established, membership, officers, qualifications of members
- 327.041 Board, powers and duties — rules, generally, this chapter, procedure.
- 327.051 Meetings, when — personnel, employment — compensation of board members.
- 327.061 Office, where.
- 327.075 Injunction authorized, when.
- 327.076 Licensure required, penalty for violation — complaint procedure.
- 327.077 Civil penalties may be imposed, when — amount, limit, determination of
- 327.081 Fund established, deposits — expenditures, how paid — transferred to

ARCHITECTS

- 327.091 Practice of architecture defined.
- 327.101 Unauthorized practice prohibited — licensure required — exceptions
- 327.106 Reciprocity for architects licensed in Canada, requirements.
- 327.131 Applicant for license as architect, qualifications.
- 327.141 Application, form, fee.
- 327.151 Examination for license, content — passing grade, how determined.
- 327.161 Reexamination, when.
- 327.171 Professional license, renewal.
- 327.172 Inactive license status granted, when, procedure — return to active status



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ENGINEERS

- 327.181 Practice as professional engineer defined — use of titles, restrictions.**
- 327.191 Unauthorized practice prohibited — licensure required — exceptions**
- 327.221 Applicant for license as professional engineer, qualifications.
- 327.231 Application, form, fee.
- 327.241 Examination for licensure, requirements.
- 327.251 Reexamination, when.
- 327.261 Professional license, renewal.**
- 327.271 Inactive license, requirements — return to active.

LAND SURVEYORS

- 327.272 Practice as professional land surveyor defined.
- 327.281 Unauthorized practice prohibited.
- 327.312 Land surveyor-in-training applicant for enrollment, qualifications
- 327.313 Surveyor-intern, application for enrollment, form, content, false
- 327.314 Professional land surveyor, applicant for license, qualifications
- 327.321 Application — form — fee.
- 327.331 Examinations, land surveyor-in-training, surveyor-intern, and land
- 327.341 Reexamination, when.
- 327.351 Professional license renewal — expired or suspended license, renewal
- 327.361 Recording of certain documents not properly executed by land surveyor
- 327.371 Surveyor exempt from trespass but liable for damages.

GENERAL PROVISIONS

- 327.381 Board may license architect, professional engineer, professional landscape architect without examination.
- 327.392 Professional engineering license issued, when.
- 327.401 Right to practice not transferable — corporation, certificate of authority required, exception.**
- 327.411 Personal seal, how used, effect of.**
- 327.421 Political subdivisions not to use unlicensed architects, professional engineers or professional land surveyors.**
- 327.431 Fees to be set by board, how.
- 327.441 Denial, revocation, or suspension of license or certificate, grounds for.**
- 327.442 Disciplinary hearing for censure of license to be held, when.
- 327.451 Charges of improper conduct, how filed, contents — administrative hearing
- 327.461 Contract with unlicensed architect, professional engineer, professional land surveyor, or professional landscape architect unenforceable by them.
- 327.465 Certificate of registration or authority not required, when — definitions.
- 327.471 Attorney general to assist board with legal assistance.



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327.481 Inconsistent laws repealed.

LANDSCAPE ARCHITECTS

- 327.600 Definitions.
- 327.603 License required to use title of professional landscape architect.
- 327.607 Examination — authority of board — may obtain services of specially trained
- 327.612 Applicants for licensure as professional landscape architect — qualifications.
- 327.615 Application, form, content, oath or affirmation of truth, penalties for
- 327.617 Examination — appearance before the board — form, content, and
- 327.619 Examination, failure to pass — reexamination, when.
- 327.621 License renewal, fee — failure to renew, effect — reinstatement when
- 327.622 Inactive license status permitted, when.
- 327.629 Licensure as professional landscape architect required to practice, exceptions.
- 327.630 Right to practice as professional landscape architect personal right and
- 327.635 Laws not directive to state or political subdivision that they employ



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### **Other Statutes**

The following are other chapters with engineering relevance. The section names under each chapter are listed for context.

#### **Title 2, Chapter 8 - State Buildings and Lands**

- 8.285. Policy on contracts for architectural, engineering, land surveying services.
- 8.287. Definitions.
- 8.289. Agencies using services to be furnished statement of firm's qualifications and performance data.
- 8.291. Negotiation for contract - not applicable for certain political subdivisions.

#### **Title 5, Chapter 41 - Military Forces**

- 41.946. Licensure or certification by state, continuing education - exemption from requirements for active military service.
- 41.950. Members of military forces called to active duty - relieved from certain provisions of law.

#### **Title 12, Chapter 324 - Occupations and Professions General Provisions**

- 324.001. Division of professional registration established, duties--boards and commissions assigned to--reference to division in statutes.
- 324.009. Licensure reciprocity - definitions - requirements - inapplicability, when.
- 324.015. Fees, waiver of, when - definitions - procedure - rulemaking authority. (Low Income Individuals and Military Families)
- 324.022. Rulemaking authority.
- 324.024. Applications to contain Social Security numbers, exceptions.
- 324.031. Collection and deposit of fees, requirements.
- 324.032. Registry of licenses, permits, and certificates issued, contents - copying of registry information.
- 324.038. Issuance of license subject to probation permitted, when, procedure.
- 324.043. Statute of limitations for disciplinary proceedings - notice requirements - tolling, when.

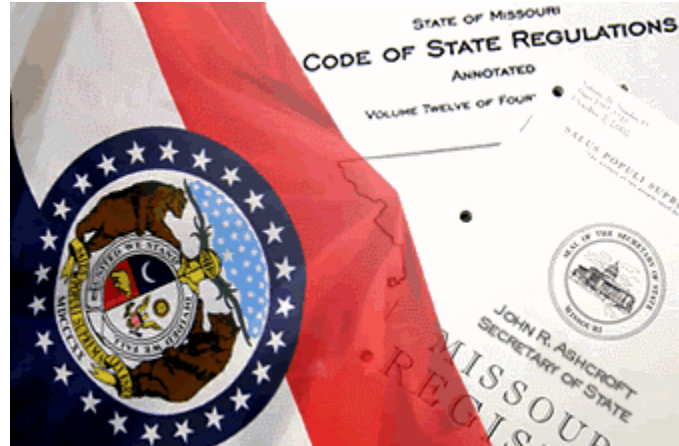
#### **Title 36, Chapter 537 - Torts and Actions for Damages**

- 537.033. Design professionals - peer review process, requirements.

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**20 CSR 2030**

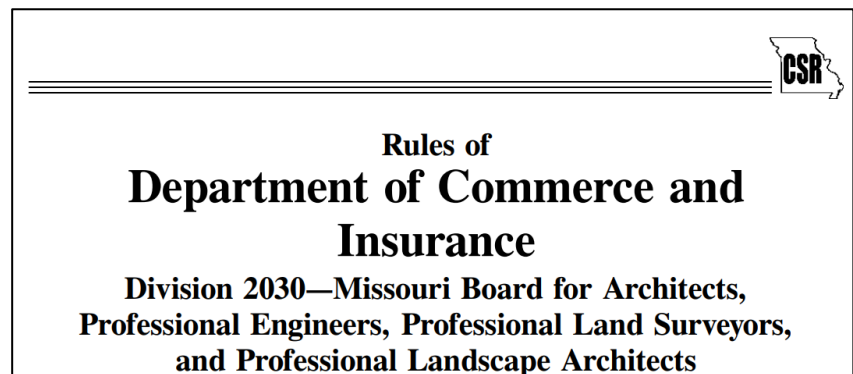
State laws are often high-level and lack details required for implementation. The General Assembly delegates state agencies to manage the implementation of laws and to create regulations (commonly called rules) that complement the laws. The compilation of agency regulations is called the Missouri Code of State Regulations (CSR). These regulations are enforceable just like state laws.



CSR is grouped into different departments of government. Professional engineering is under the Department of Commerce and Insurance, then under the Division of Professional Registration.

Title 20, Division 2030 (20 CSR 2030) is entitled “Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects”. It contains important requirements to guide the regular practice of the following professions:

- Architecture
- Engineering
- Land Surveying
- Landscape Architecture



The next page has an organization tree for 20 CSR 2030 with important chapters in **bold**.





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CSR - Titles:

- 1 Office of Administration
- 2 Department of Agriculture
- 3 Department of Conservation

...

**20 Department of Commerce and Insurance**

...

Divisions:

- 10 General Administration
- 100 Insurer Conduct
- 200 Insurance Solvency and Company Regulation

...

**2030 Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects**

...

Chapter:

- 1 - Organization
- 2 - Code of Professional Conduct**
- 3 - Seals**
- 4 - Applications
- 5 - Examinations
- 6 - Fees
- 7 - Nonresidents
- 8 - Land Surveying
- 10 - Corporations
- 11 - Renewals**
- 12 - Complaints
- 13 - Supervision**
- 14 - Definitions**
- 15 - Public Records
- 16 - Missouri Standards for Property Boundary Surveys
- 17 - United States Public Land Survey Corners
- 18 - First and Second Order Horiz. and Vertical Control
- 19 - Standards for Surveyors Real Property Report
- 20 - Mapping Survey Standards
- 21 - Professional Engineering**



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**State Board**

The state agency for professional engineering is the *Board For Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects* (APEPLSPLA) hereafter referred to as the Board. The Board oversees over 15,000 licensed professional engineers in Missouri. The board is given authority to manage and further regulate professional engineering. The Board can make modifications to 20 CSR 2030.

The board falls under the Department of Commerce and Insurance, then under the Division of Professional Registration.



An example certificate issued by the board is shown below.





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## **Practice of Professional Engineering**

### **Definition**

The following is a copy-paste of the relevant laws and regulations that define the practice of professional engineering:

### **RSMo 327**

#### **327.011. Definitions.**

...

(7) "Design coordination", the review and coordination of technical submissions prepared by others including, as appropriate and without limitation, architects, professional engineers, professional land surveyors, professional landscape architects, and other consultants;

(8) "Design survey", a survey which includes all activities required to gather information to support the sound conception, planning, design, construction, maintenance, and operation of design projects, but excludes the surveying of real property for the establishment of land boundaries, rights-of-way, easements, and the dependent or independent surveys or resurveys of the public land survey system;

(9) "Incidental practice", the performance of other professional services licensed under this chapter that are related to a licensee's professional service, but are secondary and substantially less in scope and magnitude when compared to the professional services usually and normally performed by the licensee practicing in their licensed profession. This incidental professional service shall be safely and competently performed by the licensee without jeopardizing the health, safety, and welfare of the public. The licensee shall be qualified by education, training, and experience as determined by the board and in sections 327.091, 327.181, 327.272, and 327.600 and applicable board rules to perform such incidental professional service;

(10) "Licensee", a person licensed to practice any profession regulated under this chapter or a corporation authorized to practice any such profession;

...



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(13) "Professional engineer", any person authorized pursuant to the provisions of this chapter to practice as a professional engineer in Missouri, as the practice of engineering is defined in section 327.181;

**327.181. Practice as professional engineer defined — use of titles, restrictions.**

1. Any person practices in Missouri as a professional engineer who renders or offers to render or holds himself or herself out as willing or able to render any service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems, teaching of advanced engineering subjects or courses related thereto, design surveys and studies, the design coordination of services furnished by engineers and other consultants as they relate to engineering work, construction observation and the inspection of construction for the purpose of compliance with drawings and specifications, any of which embraces such service or work either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems or projects and including such architectural work as is incidental to the practice of engineering; or who uses the title "professional engineer" or "consulting engineer" or the word "engineer" alone or preceded by any word indicating or implying that such person is or holds himself or herself out to be a professional engineer, or who shall use any word or words, letters, figures, degrees, titles or other description indicating or implying that such person is a professional engineer or is willing or able to practice engineering.

2. Professional engineers shall be in responsible charge of all engineering design of buildings, structures, products, machines, processes, and systems that can affect the health, safety, and welfare of the public within their scope of practice.

3. Notwithstanding any provision of subsection 1 of this section, any person using the word "engineer", "engineers", or "engineering", alone or preceded by any word, or in combination with any words, may do so without being subject to disciplinary action by the board so long as such use is reflective of that person's profession or vocation and is clearly not indicating or implying that such person is holding himself or herself out as being a professional engineer or is willing or able to practice engineering as defined in this section.



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Responsible Charge

Engineering design work must have a professional engineer in “responsible charge” of each portion of the design. This phrase is defined below and in a National Society of Professional Engineers (NSPE) reference document.

RSMo 327

**327.011. Definitions.**

...

(16) "Responsible charge", the independent direct control of a licensee's work and personal supervision of such work pertaining to the practice of architecture, engineering, land surveying, or landscape architecture.

**327.181. Practice as professional engineer defined — use of titles, restrictions.**

...

2. Professional engineers shall be in responsible charge of all engineering design of buildings, structures, products, machines, processes, and systems that can affect the health, safety, and welfare of the public within their scope of practice.

20 CSR 2030

**20 CSR 2030-13.010 - Immediate Personal Supervision**

*PURPOSE: This rule is being amended primarily to provide more clarity regarding the licensee's contact with the client.*

(1) Immediate personal supervision is a combination of activities by which a licensee maintains control over those decisions that are the basis for the findings, conclusions, analysis, rationale, details, and judgments that are embodied in the development and preparation of the technical submissions. Immediate personal supervision requires providing personal direction, oversight, inspection, observation, and supervision of work being performed.

(2) Communications between the licensee and those persons who are performing the work include, but are not limited to, use of any of the following ways: direct face-to-face communications; written communications; U.S. mail; private express package delivery; electronic mail; facsimiles; telecommunications; or other current technology; provided that the licensee retains, maintains, and asserts continuing control and judgment.



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(3) The licensee who signs and seals technical submissions in accordance with the provisions of section 327.411, RSMo, must be knowledgeable of decisions made during preparation of the technical submissions in sufficient detail as to be able to personally answer any questions regarding substantive decisions as to the design.

(4) Specifications, drawings, reports, design surveys, or other technical submissions will be deemed to have been prepared under the immediate personal supervision of a licensee when the following circumstances exist:

(A) The licensee, or an employee of the licensee's corporation, firm, partnership, association, or other entity authorized to do business, shall be in direct contact with the client requesting preparation of specifications, drawings, reports, design surveys, or other technical submissions;

(B) The licensee provides initial direction in development of the design and supervises each step of the preparation of the specifications, drawings, reports, design surveys, or other technical submissions and has input into their preparation prior to their completion;

(C) The licensee is not employed by the client solely for the purpose of reviewing and approving specifications, drawings, reports, design surveys, or other technical submissions prepared by an unlicensed person, employee, or contractor of the client;

(D) The licensee reviews the final specifications, drawings, reports, design surveys, or other technical submissions and is able to, and does make, necessary and appropriate changes to them; and

(E) In circumstances where a licensee in responsible charge of the work is unavailable to complete the work, or the work is a site adaptation of a standard design drawing, or the work is a design drawing signed and sealed by an out-of-jurisdiction licensee, a successor licensee may take responsible charge by performing all professional services to include developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The non-professional services, such as drafting, need not be redone by the successor licensee but must clearly and accurately reflect the successor licensee's work. The burden is on the successor licensee to show such compliance. The successor licensee shall have control of and responsibility for the work product and the signed and sealed originals of all technical submissions.

(5) The specifications, drawings, reports, design surveys, or other technical submissions shall be signed and sealed per the provisions of section 327.411, RSMo.



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**20 CSR 2030-21.020 - Engineer of Record and Specialty Engineers**

*PURPOSE: This rule is being amended to provide clarity between the roles of the engineer of record, specialty engineer(s), and architect of record.*

*PURPOSE: In instances when there is more than one (1) professional engineer involved on a project, this rule will clarify what the responsibilities are of each professional engineer.*

(1) The professional engineer who develops the design criteria and concept for a particular project, who is in responsible charge, and who designs or causes to be designed under his/her immediate personal supervision the technical submissions, shall be designated the engineer of record for the project . A professional engineer who provides services for specific portions of the project within a particular engineering discipline, but does not have a direct organizational relationship with the engineer of record, shall be designated a specialty engineer.

(A) The engineer of record communicates in writing the extent of and complete design criteria, performance specifications, and other requirements for the portion of the project delegated to a specialty engineer.

(B) A specialty engineer performs his/her services in strict accordance with the written requirements of the engineer of record, or clearly indicates in writing any exceptions taken to said requirements in his/her submittals to the engineer of record.

(C) A specialty engineer designs or causes to be designed under his/her immediate personal supervision the technical submissions that correspond to the portion of the project delegated by the engineer of record; seals, signs, and dates them in accordance with 20 CSR 2030-3.060; and submits them to the engineer of record.

(D) The engineer of record reviews the technical submissions submitted by the specialty engineer(s) and confirms in writing that they conform to his/her written requirements and are consistent with his/her intent of the project.

(E) An architect may delegate such engineering work as the architect of record, provided that he/she follows the requirements for the engineer of record as described in this rule.



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NSPE Position Statement No. 10-1778

- Defines “**responsible charge**” as the direct control and personal supervision of engineering work.
- The professional engineer in **responsible charge** is actively engaged in the engineering process, from conception to completion.
- Engineering decisions must be personally made by the professional engineer or by others over which the professional engineer provides supervisory direction and control authority.
- Reviewing drawings or documents after their completion without involvement in the design and development process appears not to satisfy the definition of **responsible charge**.

Peer Reviews

Engineers may act as peer reviewers by performing quality reviews (peer reviews) of designs and preparing lessons learned documents. A peer reviewer is separate from the engineer in responsible charge or engineer of record. A peer reviewer must be a P.E. but can be licensed in another state. Third-party peer reviewers (not “in-house” coworkers) are generally immune from civil liability as explained in the following statute.

RSMo 537

**537.033. Design professionals — peer review process, requirements. —**

1. As used in this section, unless the context clearly indicates otherwise, the following words and terms shall have the meanings indicated:

(1) "Design professional", an architect, landscape architect, professional land surveyor, or professional engineer licensed under the provisions of chapter 327 or any corporation authorized to practice architecture, landscape architecture, land surveying, or engineering under section 327.401 while acting within their scope of practice;

(2) "Lessons learned", internal meetings, classes, publications in any medium, presentations, lectures, or other means of teaching and communicating after substantial completion of the project which are conducted solely and exclusively by and with the employees, partners, and coworkers of the design professional who prepared the project's design for the purpose of learning best practices and reducing errors and omissions in design documents and procedures. Lessons learned shall





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not include presentations, lectures, teaching, or communication made to or by third parties who are not employees, partners, and coworkers of the design professional whose work is being evaluated and discussed;

(3) "Peer review process", a process through which design professionals evaluate, maintain, or monitor the quality and utilization of architectural, landscape architectural, land surveying, or engineering services, prepare internal lessons learned, or exercise any combination of such responsibilities;

(4) "Substantial completion", the construction of the project covered by the design professional's design documents has reached substantial completion, as that term is defined in section 436.327.

2. A peer review process shall only be performed by a design professional licensed in any jurisdiction in the United States in the same profession as would be required under chapter 327 to prepare the design documents being reviewed, or in a case requiring multiple professions, by a person or persons holding the proper licenses. A peer review process may be performed by one or more design professionals appointed by the partners, shareholders, board of directors, chief executive officer, quality control director, or employed design professionals of a partnership or of a corporation authorized under section 327.401 to practice architecture, landscape architecture, land surveying, or engineering, or by the owner of a sole proprietorship engaged in one or more of such professions. Any individual identified in this subsection and performing a peer review shall be deemed a peer reviewer.

3. Each peer reviewer described in this subsection shall be immune from civil liability for such acts so long as the acts are performed in good faith, without malice, and are reasonably related to the scope of inquiry of the peer review process. The immunity in this subsection is intended to cover only outside peer reviews by a third-party design professional who is not an employee, coworker, or partner of the design professional whose design is being peer reviewed before substantial completion of the project and who has no other role in the project besides performing the peer review.

4. This section does not provide immunity to any in-house peer reviewer when performed by employees, coworkers, or partners of the design professional who



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prepares the design, nor are any such documents or peer review comments, other than lessons learned, inadmissible into evidence in any judicial or administrative action.

5. Except for documents related to lessons learned, the interviews, memoranda, proceedings, findings, deliberations, reports, and minutes of the peer review process, or the existence of the same, concerning the professional services provided to a client or member of the public are subject to discovery, subpoena, or other means of legal compulsion for their release to any person or entity and shall be admissible into evidence in any judicial or administrative action for failure to provide appropriate architectural, landscape architectural, land surveying, or engineering services, subject to applicable rules of the court or tribunal. Except as otherwise provided in this section, no person who was in attendance at, or participated in, any lessons learned process or proceedings shall be permitted or required to disclose any information acquired in connection with or in the course of such proceeding, or to disclose any opinion, recommendation, or evaluation made in a lessons learned process or proceeding; provided, however, that information otherwise discoverable or admissible from original sources is not to be construed as immune from discovery or use in any proceeding merely because it was presented during a lessons learned process or proceeding nor is a member, employee, or agent involved in any such process or proceeding, or other person appearing before a peer reviewer, to be prevented from testifying as to matters within his or her personal knowledge and in accordance with the other provisions of this section, but such witness cannot be questioned about a lessons learned process or proceeding or about opinions formed as a result of such process or proceeding. The disclosure of any memoranda, proceedings, reports, or minutes of a lessons learned proceeding to any person or entity, including but not limited to governmental agencies, professional accrediting agencies, or other design professionals, whether proper or improper, shall not waive or have any effect upon its confidentiality, nondiscoverability, or nonadmissibility.

6. Nothing in this section shall limit authority otherwise provided by law of the Missouri board for architects, professional engineers, professional land surveyors, and landscape architects to obtain information by subpoena or other authorized process from a peer reviewer or to require disclosure of otherwise confidential information relating to matters and investigations within the jurisdiction of such licensing board.



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Architecture, Landscape Architecture and Surveying

There are separate and distinct licenses for the following practices:

- Professional engineers,
- Architects,
- Professional landscape architects, and
- Professional land surveyors.

A professional engineer is not to practice in another “scope of practice” unless they are licensed in that fields (dual-licensed) or if the services are “incidental” to the larger engineering work as described in RSMo 327.011:

**327.011. Definitions.**

...

(9) "Incidental practice", the performance of other professional services licensed under this chapter that are related to a licensee's professional service, but are secondary and substantially less in scope and magnitude when compared to the professional services usually and normally performed by the licensee practicing in their licensed profession. This incidental professional service shall be safely and competently performed by the licensee without jeopardizing the health, safety, and welfare of the public. The licensee shall be qualified by education, training, and experience as determined by the board and in sections 327.091, 327.181, 327.272, and 327.600 and applicable board rules to perform such incidental professional service;

Disciplines and Fields

The State of Missouri does not have a separate licensure for structural engineering or any other discipline/branch. Engineering discipline names are NOT listed on seals or certificates. The licensee shall only perform in areas “qualified by education, training, and experience”, per RSMo 327.011(9) and the following:

**20 CSR 2030-2.010 - Code of Professional Conduct**

(B) Undertake to perform architectural, professional engineering, professional land surveying, and professional landscape architectural services only when they are qualified by education, training, and experience in the specific technical areas involved.



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**Title Block Requirements**

The State of Missouri has the following requirements for title blocks on the borders of drawings.

20 CSR 2030-2.050 - Title Block

*PURPOSE: This rule clarifies the identity of the client and entity preparing and sealing all architectural, engineering, land surveying, and/or landscape architectural documents.*

- (1) An architectural, engineering, land surveying, or landscape architectural entity shall incorporate a title block on all drawings, exhibits, plans, plats, maps, and surveys that are required to be signed and sealed by Chapter 327, RSMo, and these regulations.
- (2) The title block must, at a minimum, contain the following information:
  - (A) The name of the licensee either as a sole proprietor, partnership, corporation, limited liability company, or other appropriate entity;
  - (B) The licensee's address and phone number;
  - (C) Name or identification of project;
  - (D) Address/location of project (city/county and state);
  - (E) Date prepared;
  - (F) Space for the licensee's signature, date, and seal;
  - (G) The printed name, discipline, and license number of the person sealing the document; and
  - (H) The printed name, discipline, and certificate of authority number of the corporation as defined in section 327.011, RSMo.

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<b>COMMISSION</b>  NOTE: LOG MILES DO NOT NECESSARILY COINCIDE WITH EMERGENCY REFERENCE MARKERS.  LIMITS NB & SB SURFACING 43.364 (NB) 66.492 (SB)	<b>INDEX OF SHEETS</b>		 THIS SHEET HAS BEEN SIGNED, SEALED, AND DATED ELECTRONICALLY.
	DESCRIPTION	SHEET NUMBER	
	TITLE SHEET -----	1	ROUTE      STATE 55          MO
	TYPICAL SECTIONS (TS) (2 SHEETS)---	2	DISTRICT    SHEET NO. SE          1
	QUANTITIES (QU) (7 SHEETS)-----	3	COUNTY STE. GENEVIEVE
	PLAN-PROFILE (PP)-----	XX-XX	JOB NO. J012178
	RIGHT OF WAY (RW)-----	XX-XX	CONTRACT ID.
	REFERENCE POINTS (RP)-----	XX-XX	PROJECT NO.
	COORDINATE POINTS (CP)-----	XX-XX	BRIDGE NO.
	SPECIAL SHEETS (SS)-----	4-10	IF A SEAL IS PRESENT ON THIS SHEET IT HAS BEEN ELECTRONICALLY SEALED AND DATED.
	TRAFFIC CONTROL SHEETS (TC)-----	11-15	
	EROSION CONTROL SHEETS (EC)-----	XX-XX	
	LIGHTING (LT)-----	XX-XX	
	SIGNALS (SG)-----	XX-XX	
	SIGNING (SN)-----	XX-XX	
	PAVEMENT MARKING (PM)-----	XX-XX	
	CULVERT SECTIONS (CS)-----	XX-XX	
	BRIDGE DRAWINGS (B)		
	A ####-----	XX-XX	
	A ####-----	XX-XX	
	A ####-----	XX-XX	
	A ####-----	XX-XX	
	CROSS SECTIONS (XS)-----	XX-XX	
			DESCRIPTION DATE

Figure 1: Example Title Block showing only the below 20 CSR 2030-2.050 requirements in red (other requirements are off the page or need to be added):

- (A) The name of the licensee either as a sole proprietor, partnership, corporation, limited liability company, or other appropriate entity;
- (B) The licensee's address and phone number (typically company info);
- (C) Name or identification of project;
- (D) Address/location of project (city/county and state);
- (E) Date prepared;
- (F) Space for the licensee's signature, date, and seal;
- (G) The printed name, discipline, and license number of the person sealing the document; and
- (H) The printed name, discipline, and certificate of authority number of the corporation as defined in section 327.011, RSMo.

Image source: [https://epg.modot.org/index.php/237.11\\_Signing\\_and\\_Sealing](https://epg.modot.org/index.php/237.11_Signing_and_Sealing)



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### **Sign and Seal Requirements**

Missouri engineering seal and signature requirements are found in RSMo 327.411 and 20 CSR 2030-3.060. Here are highlights that may differ from requirements in other states:

- Seal outer diameter of 1.75 inches
- Add signature and date
  - No signature location requirement; can sign next to or over the seal
- Original signed and sealed document may be photocopied or scanning to pdf
- For multipage sets, it is acceptable to only sign and seal the title page, index page, or seals page.
- Acceptable forms of signatures:
  - Hand signed with seal impressed/embossed, rubber inked, or printed image
  - Digital signature on native file formats (AutoCAD, Revit, Word, Excel, etc.)
    - Signature with electronic authentication process
    - Capable of verification
    - Linked so signature invalidated if document is altered
    - 3<sup>rd</sup> party verification & qualified electronic signature (QES) NOT required
  - PDF documents:
    - Modify so not easily alterable (flatten, Adobe or Bluebeam signature with “no changes allowed” option selected, etc.)
    - Scan image of engineer’s signature is acceptable



THIS SHEET HAS BEEN  
SIGNED, SEALED AND DATED  
ELECTRONICALLY.

Figure 2: Examples of acceptable seal images and electronic signature statement (right) which is not required.

Image source: [https://epg.modot.org/index.php/237.11\\_Signing\\_and\\_Sealing](https://epg.modot.org/index.php/237.11_Signing_and_Sealing)



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Laws and Regulations

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

RSMo 327

327.411. Personal seal, how used, effect of. — 1. Each architect and each professional engineer and each professional land surveyor and each professional landscape architect shall have a personal seal in a form prescribed by the board, and he or she shall affix the seal to all final technical submissions. Technical submissions shall include, but are not limited to, drawings, specifications, plats, surveys, exhibits, reports, and certifications of construction prepared by the licensee, or under such licensee's immediate personal supervision. Such licensee shall either prepare or personally supervise the preparation of all documents sealed by the licensee, and such licensee shall be held personally responsible for the contents of all such documents sealed by such licensee, whether prepared or drafted by another licensee or not.

2. The personal seal of an architect or professional engineer or professional land surveyor or professional landscape architect shall be the legal equivalent of the licensee's signature whenever and wherever used, and the owner of the seal shall be responsible for the architectural, engineering, land surveying, or landscape architectural documents, as the case may be, when the licensee places his or her personal seal on such technical submissions to be used in connection with, any architectural or engineering project, survey, or landscape architectural project. Licensees shall undertake to perform architectural, professional engineering, professional land surveying and professional landscape architectural services only when they are qualified by education, training, and experience in the specific technical areas involved.

3. Notwithstanding any provision of this section, any architect, professional engineer, professional land surveyor, or professional landscape architect may, but is not required to, attach a statement over his or her signature, authenticated by his or her personal seal, specifying the particular technical submissions, or portions thereof, intended to be authenticated by the seal, and disclaiming any responsibility for all other technical submissions relating to or intended to be used for any part or parts of the architectural or engineering project or survey or landscape architectural project.



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4. Nothing in this section, or any rule or regulation of the board shall require any professional to seal preliminary or incomplete documents.

20 CSR 2030

**20 CSR 2030-3.060 - Licensee's Seal**

*PURPOSE: This rule is being amended to add the word "Professional" in front of landscape architect(s) and to add a new subsection (1)(D). It also provides more clarity with regard to technical submissions and in the use of digital and electronic signatures.*

*PURPOSE: This rule describes the format for personal seal of an architect, a professional engineer, a professional land surveyor, and a professional landscape architect.*

(1) Each person licensed as an architect, professional engineer, professional land surveyor, or professional landscape architect (not including interns or individuals "in-training") shall, at his/her own expense, secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two concentric circles between which appear in roman capital letters, the words, "State of Missouri" on the upper part of the seal and either "Architect," or "Professional Engineer," or "Professional Land Surveyor" or "Professional Landscape Architect," as the case may be, on the lower part, and within the inner circle the name of the licensee, together with his/her license number preceded by the roman capital letter(s) A for Architect, PE for Professional Engineer, PLS for Professional Land Surveyor or PLA for Professional Landscape Architect.

(A) The seal of an architect licensed prior to January 1, 2002 may display "Registered Architect" on the lower part and within the inner circle the name of the licensee, together with his/her license number preceded by the roman capital letter A.

(B) The seal of a professional engineer licensed prior to January 1, 2002 may display "Registered Professional Engineer" on the lower part and within the inner circle the name of the licensee, together with his/her license number preceded by the roman capital letter E.





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(C) The seal of a professional land surveyor licensed prior to January 1, 2002 may display "Registered Land Surveyor" on the lower part and within the inner circle the name of the licensee, together with his/her license number preceded by the roman capital letters LS.

(D) The seal of a professional landscape architect licensed prior to January 1, 2015 may display "Landscape Architect" on the lower part and within the inner circle the name of the licensee, together with his/her license number preceded by the roman capital letters LA.

(2) The seal may be in the form of an embossing seal, a rubber stamp, or a computer-generated image, identical in size, design and content with the provisions of section (1) above.

(3) In addition to the personal seal, the licensee shall also affix his/her signature and place the date when the document was originally sealed, at the minimum, to the original of each sheet in a set of all final technical submissions that include, but are not limited to, drawings, specifications, exhibits, plats, reports, surveys, and certifications of construction prepared by the licensee or under his/her immediate personal supervision. The term "signature," as used herein means the following:

(A) For a hand drawing (e.g., paper, vellum, mylar), printed document or computer generated hard copy media, a handwritten "wet signature" identification containing the name of the person who applied it.

(B) For electronic or digital documents transmitted to others in their native file format (e.g., AutoCAD, Revit, Word, or Excel), a digital signature with an electronic authentication process attached to or logically associated with the document. The digital signature must be unique to, and under the sole control of the person using it; it must also be capable of verification and be linked to a document in such manner that the digital signature is invalidated if any data on the document is altered.

(C) For electronic or digital documents transmitted to others in a "pdf" or similar format that has modified the native file so that it is not easily altered, a scanned signature is acceptable if it is an accurate depiction of the licensee's actual signature.

(4) When revisions are made the licensee who made the revisions, or under whose immediate personal supervision the revisions were made, shall sign, seal, and date



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each sheet and provide an explanation of the revisions. Revisions to technical submissions which are not made or approved by the licensee are prohibited.

(5) In lieu of signing, sealing, and dating each page, the licensee(s) may sign, seal, and date the title page, an index page, or a seals page on bound multiple page documents not considered to be drawings, providing that the signed page clearly identifies all of the other pages comprising the bound volume. Provided further that any of the other pages which were prepared by, or under the immediate personal supervision of another licensee be signed, sealed, and dated as provided for, by the other licensee. Any additions, deletions, or other revisions are prohibited unless signed, sealed, and dated by the licensee who made the revisions or under whose immediate personal supervision the revisions were made.

(6) An original document which is sealed, signed, and dated (by hand or electronically) by the licensee may be reproduced by photocopy, traditional blue printing, faxing, scanning in "pdf," publishing or printing to "pdf," or similar format.

(7) Technical submissions shall be signed, sealed, and dated unless clearly designated preliminary or incomplete, not to be used for construction, or is a record drawing of as-built construction information provided by others. If the document is preliminary or incomplete, not to be used for construction, or is a record drawing of as-built construction information provided by others, the phrase, "The information on this document is preliminary or incomplete, not for construction, recording purposes, or implementation" or similar disclaimer and notice to others shall be placed in an obvious location so that it is readily found, easily read, and not obscured by other markings.

(8) In the instance of one (1) licensee performing design for other licensees to incorporate into his/her documents, each licensee shall seal, date, and sign those documents, using the appropriate disclaimer for clarification of each licensee's responsibility.

(9) The signing and sealing of technical submissions not prepared by the licensee or under his/her immediate personal supervision is prohibited.

(10) This rule supersedes any conflicting rules.



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### **Continuing Education**

Per 20 CSR 2030-11.015, the following continuing professional competency is required every 2-year renewal period, where a PDH is a professional development hour:

- Total 30 PDH
- The Board does NOT pre-approve providers or specific courses
- Course requirements:
  - Maintain, improve, or expand skills and knowledge obtained for initial licensure or develop skills and knowledge relevant to the practice of professional engineering
  - Be relevant to the practice of engineering
  - May include technical, ethical, or managerial content
- A maximum of 15 PDH may carry forward to the next renewal period
- Retain PDH records for 3 years
- Renews December 31 based on year of original date of licensure

### **Laws and Regulations**

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

#### **RSMo 327**

#### **41.946. Licensure or certification by state, continuing education — exemption from requirements for active military service.**

Notwithstanding any other provision of law, any person licensed or certified to practice a trade or profession by the state of Missouri or any branch or agency thereof which requires an annual period of continuing education or training as a condition of continued or renewed licensing or certification, and who is or becomes a member of the National Guard or of any reserve component of the Armed Forces of the United States who is called to full-time active duty in the service of the United States under competent orders shall, during the period of full-time active duty, be exempted from any such requirement for continuing education or training without his status, license, certification or right to practice his trade or profession being affected and shall not be required, upon returning from full-time active duty, to make up or retake any training or education for which he was exempt under the provisions of this section.



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**327.621. License renewal, fee — failure to renew, effect — reinstatement when — renewal or reregistration form and fee.**

1. The professional license issued to every professional landscape architect in Missouri, and certificates of authority issued to corporations under section 327.401, shall be renewed on or before the license renewal date, provided that the required fee is paid. The board may establish, by rule, continuing education requirements as a condition to renewing the license of a professional landscape architect, provided that the board shall not require more than thirty such hours. The license of a professional landscape architect or the certificate of authority issued to any corporation which is not renewed by the renewal date shall expire on the renewal date and be void and the holder thereof shall have no rights or privileges thereunder; provided, however, any person or corporation whose license has expired under this section may within three months of the certificate renewal date or at the discretion of the board, upon payment of the fee, be renewed, relicensed, or reauthorized under such person's or such corporation's original license number.

2. Each application for the renewal of a license shall be on a form furnished to the applicant and shall be accompanied by the required fee, but no renewal fee need be paid by any professional landscape architect over the age of seventy-five.

**20 CSR 2030-11.010 - Renewal Period**

*PURPOSE: This rule is being amended to add the word "professional" in front of landscape architects and to clarify the license expiration date when a license is not timely renewed.*

*PURPOSE: This rule establishes the licensing period for the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects and establishes the information required to keep the records of the board current.*

(1) The license issued to every architect, professional engineer, professional land surveyor, and professional landscape architect in Missouri shall be renewed biennially. Licenses originally issued in an odd numbered year renew by December 31 of each odd numbered year. Licenses originally issued in an even numbered year renew by December 31 of each even numbered year.



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(2) The certificates of authority issued to corporations authorized to offer architectural, engineering, land surveying, and landscape architectural services in Missouri shall be renewed biennially. Certificates of authority originally issued in an odd numbered year renew by December 31 of each odd numbered year. Certificates of authority originally issued in an even numbered year renew by December 31 of each even numbered year.

(3) Each renewal application from every architect, professional engineer, professional land surveyor, and professional landscape architect in Missouri shall be accompanied by the following information, in addition to any other information the board may require:

- (A) Name; and
- (B) Address.

(4) Each person holding a license and each corporation holding a certificate of authority to practice architecture, professional engineering, professional land surveying, and professional landscape architecture in Missouri shall file, in writing, their proper and current mailing address of record with the board at its office in Jefferson City and immediately notify the board, in writing, at its office of any changes of mailing address, giving both the old and the new addresses.

(5) Failure to receive an application for renewal of a license or certificate of authority shall not relieve the licensee or certificate holder from their duty to timely renew, nor relieve them from the obligation to pay any additional fee(s) necessitated by any late renewal.

(6) The licensee may renew his/her license or certificate of authority within three (3) months from the license renewal date without penalty. A license or certificate not renewed within three (3) months of the license renewal date automatically expires on the renewal date and becomes void. The holder of the expired license or certificate loses any rights or privileges under such license, but may within the discretion of the board, and upon payment of the required fee, be relicensed or reauthorized under the licensee's original license number.



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**20 CSR 2030-11.015 - Continuing Professional Competency for Professional Engineers**

*PURPOSE: This rule is being amended to provide more clarification on acceptable hours of professional development for the renewal of a professional engineer's license.*

(1) Purpose.

(A) Renewal of an engineering license issued pursuant to section 327.261, RSMo, may only be granted to a licensee who has successfully completed thirty (30) professional development hours, as defined by this regulation, within the two (2) immediately-preceding years (renewal period). Any licensee who completes more than thirty (30) professional development hours within the preceding two (2) calendar years may apply the excess, not to exceed fifteen (15) hours, to the requirement for the next two- (2-) year period.

(B) Continuing professional competency (continuing education) is a requirement for every professional engineer licensed by the board, regardless of age, area of practice, or whether the licensee lives in-state or out-of-state pursuant to section 327.271, RSMo.

(C) Continuing professional competency obtained by a licensee should maintain, improve, or expand skills and knowledge obtained for initial licensure or develop skills and knowledge relevant to the practice of professional engineering.

(D) If the licensee served honorably on full-time active duty in the military, the licensee may renew his/her license without completing the PDH requirement for the renewal period during which the licensee served.

(E) A professional engineer who holds licensure in Missouri for less than twelve (12) months from the date of his/her initial licensure need not report professional development hours at the first license renewal.

(2) Definitions.

(A) Board. The Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.

(B) Continuing education unit (CEU). Unit customarily used for continuing education courses. One (1) CEU equals ten (10) nominal contact hours of class in an approved continuing education course.

(C) Professional development hour (PDH). One (1) nominal contact hour of instruction or presentation. The common denominator for other units of credit.



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(D) Professional engineering division. The four- (4-) member division of the board that concerns itself with the profession of engineering.

(E) Sponsor. An individual, organization, association, institution, or other entity that provides an educational activity for the purpose of fulfilling the professional development requirements of the board.

The sponsor is responsible for providing the attendees with verification records.

(3) Activities. All such activities must be relevant to the practice of engineering and may include technical, ethical, or managerial content. Professional development activities satisfying these requirements include, but are not limited to:

(A) Successfully completing college or university courses;

(B) Successfully completing courses that are awarded CEU(s);

(C) Active participation and successful completion of seminars, tutorials, workshops, short courses, correspondence courses, televised or videotaped courses, or in-house corporate sponsored educational courses. A correspondence course must require the participant to show evidence of achievement with a final graded test;

(D) Attending program presentations at related technical or professional meetings. PDHs are awarded only for those portions of the meeting that meet the requirements of this rule. Licensees serving as an officer or actively participating in a committee of the technical professional society or organization may earn a maximum of two (2) PDHs annually per organization. PDH credits are not earned until the end of each year of service is completed;

(E) Contact hours spent in professional service to the public that draws upon the licensee's professional expertise on boards or commissions, such as: serving on planning commissions, park boards, city council, county commissions, or state registration boards may earn a maximum of two (2) PDHs annually per organization. PDH credits are not earned until the end of each year of service is completed;

(F) Teaching or instructing (see subsections (3)(A)-(D)). College or university faculty may not claim credit for teaching regular curriculum courses; and

(G) Authoring papers or articles that appear in nationally circulated technical journals or trade magazines.



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- (4) Criteria. Professional development activities must meet the following criteria:
- (A) There is a clear purpose and objective for each activity that will maintain, improve, or expand skills and knowledge obtained prior to initial licensure or develop new and relevant skills and knowledge;
  - (B) The content of each presentation is well organized and presented in a sequential manner;
  - (C) There is evidence of preplanning that should include the opportunity for input by the target group to be served;
  - (D) The presentation will be made by persons who are well qualified by education and experience; and
  - (E) There is a provision for individual participant registration that will include information required for record keeping and reporting.
- (5) Units. The conversion to PDHs from other units is as follows:
- (A) One (1) semester hour of college credit 30 PDH;
  - (B) One-quarter (1/4) hour of college credit 20 PDH;
  - (C) One (1) CEU 10 PDH; and
  - (D) One (1) nominal contact hour of acceptable professional development education 1 PDH.
- (6) Credits. PDHs of credit for qualifying courses successfully completed that offer semester hour, quarter hour, or CEU credit is as specified in this rule. All other activities permit the earning of one (1) PDH of credit for each contact hour with the following exceptions:
- (A) Auditing or "hearing" of university or college courses permit PDH credit of one-third (1/3) as shown in section (5);
  - (B) Teaching or instructing qualifying courses or seminars or making presentations at technical meetings or conventions earn PDH credit at twice that of participants;
  - (C) Five (5) PDHs are earned for a paper or article that is published in a nationally circulated technical journal or trade magazine. Credit cannot be claimed until that article or paper is actually published. PDHs earned for authoring a paper or article are limited to ten (10) PDHs per two- (2-) year renewal period;
  - (D) A one- (1-) time award of ten (10) PDHs will be granted for obtaining a work-related patent within the renewal period; and





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(E) Notwithstanding the provisions above, PDHs will only be awarded for the first occurrence of attending or teaching a qualifying course or seminar per every two- (2-) year renewal period.

(7) Reciprocity. PDHs may be acquired at locations other than Missouri, so long as the content meets the requirements of this regulation.

(8) Forms. All renewal applications will require the completion of a continuing education form specified and supplied by the board. The licensee must certify and sign the form and submit it with the renewal application and fee.

(9) Records. The responsibility of maintaining records that can be used to support credits claimed is the responsibility of the licensee. Records required include, but are not limited to:

- 1) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned; and
- 2) attendance verification records in the form of completion certificates which identify the participant by name, signed attendance receipts, a copy of a listing of attendees signed by a person in responsible charge, or other documents supporting evidence of attendance. These records must be maintained for a period of four (4) years and copies must be furnished to the board for audit verification purposes if requested. If these records get lost or destroyed the licensee must inform the board, in writing, within thirty (30) days. At its discretion, the board may randomly audit a portion of licensees each renewal period or a specific licensee if a complaint has been filed against the licensee.

(10) Disallowance. If audited, the board will review all claimed PDH credits for compliance with the regulation. If in the review the board finds that the PDH credit is not acceptable, the board shall inform the licensee of the criteria that has not been adhered to. The licensee may, within three (3) months from the license renewal date, substantiate the original claim or earn other credits to meet the minimum requirements.



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**Helpful References**

**Missouri Board For Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects**

- General website: <https://pr.mo.gov/apelsla.asp>
- License renewal: <https://apps.dci.mo.gov/pr/renewal>
- Relevant Statutes: <https://pr.mo.gov/apelsla-statutes.asp>
- RSMo 327: <https://revisor.mo.gov/main/OneChapter.aspx?chapter=327>
- 20 CSR 2030: <https://www.sos.mo.gov/adrules/csr/current/20csr/20csr#20-2030>
- <https://casetext.com/regulation/missouri-administrative-code/title-20-department-of-commerce-and-insurance/division-2030-missouri-board-for-architects-professional-engineers-professional-land-surveyors-and-professional-landscape-architects>