



*A SunCam online continuing education course*

# Arkansas Laws and Rules for Engineers

by

Mark Ludwigson



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

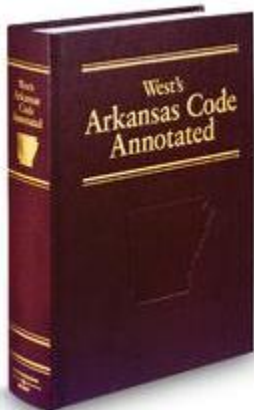
Course Outline:

Arkansas Code  
Ark. Code Ann. 17-30  
Code of Arkansas Rules  
Rules of the Board  
State Board  
Practice of Professional Engineering  
Responsible Charge  
Engineering Disciplines  
Professional Conduct  
Sign and Seal Requirements  
Continuing Education  
Helpful References  
Examination

Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

**Arkansas Code**

State laws (called statutes) are enacted by the Arkansas Legislature, made up of the 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 Legislature must override a veto with a simple majority vote in both the Senate and the House of Representatives for the bill to become law.



Passed bills from each legislative session are published in Session Laws, which are not yet integrated into existing laws and difficult to utilize. Next, the laws are added to the *Arkansas Code* (also called *Arkansas Code of 1987*) in the appropriate locations with numbering, formatting, and removal of replaced or repealed statutes. Annotations are also added such as notes and references, with the resulting publication called the *Arkansas Code Annotated*, commonly cited as A.C.A. or Ark. Code Ann.

The Arkansas Code contains 28 titles. Title 17, Chapter 30 (cited as Ark. Code Ann. 17-30) has laws with relevance to engineering. The organization is as follows:

**Ark. Code Ann.**

- Title 17: Professions, Occupations, and Businesses
  - Subtitle 2: Nonmedical Professions
    - Chapter 30: Engineers

See the “Helpful Resources” section for the website addresses with the latest laws, rules, and Board information. The laws and rules in this course are the latest as of October 2024.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

**Ark. Code Ann. 17-30**

The law dedicated to the practice of engineering is Ark. Code Ann. 17-30. It contains general requirements for engineers. There is a separate chapter for surveyors. Ark. Code Ann. 17-30 gives authority to the *State Board of Licensure for Professional Engineers and Professional Surveyors* (Board) to enact the laws and manage licensing. The following is the contents of Ark. Code Ann. 17-30, with **bold** sections being of particular importance for practicing professional engineers.

Ark. Code Ann. 17-30: Engineers

Subchapter 1 - GENERAL PROVISIONS

- **Section 17-30-101 - Definitions**
- **Section 17-30-102 - Penalties - Violations**
- Section 17-30-103 - Injunction - Liability of board
- **Section 17-30-104 - Construction**
- **Section 17-30-105 - Exemptions**
- **Section 17-30-106 - "Good Samaritan" law**

Subchapter 2 - STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND PROFESSIONAL SURVEYORS

- Section 17-30-201 - Creation - Members
- Section 17-30-202 - Officers and Director of State Board of Licensure for Professional Engineers and Professional Surveyors
- Section 17-30-203 - Powers, duties, and proceedings
- Section 17-30-204 - Claims against board members
- Section 17-30-205 - Duty of Attorney General

Subchapter 3 - REGISTRATION

- Section 17-30-301 - Licensure requirement - Exceptions
- Section 17-30-302 - Applicant qualifications - Examination
- Section 17-30-303 - Authorization certificates
- **Section 17-30-304 - Fees - Renewal of certificates - Disposition of funds - Inactive - Reinstatements**
- **Section 17-30-305 - Administrative violations and penalties**
- Section 17-30-306 - Disciplinary action - Procedures
- **Section 17-30-307 - Continuing education requirements**



Arkansas Laws and Rules for Engineers  
A SunCam online continuing education course

### **Code of Arkansas Rules**

State laws are often high-level and lack details required for implementation. The Arkansas Legislature delegates state agencies to manage the implementation of laws and to create rules and regulations that complement the laws. The compilation of agency regulations is called the *Arkansas Administrative Code*, *Arkansas Administrative Rules*, or *Code of Arkansas Rules*, and can be cited as A.A.C., A.A.R., or Ark. Code R. The regulations are enforceable just like state laws.



The Ark. Code R. is grouped by agencies and divisions, each representing different state agencies (departments, divisions, districts, boards, councils, authorities, and commissions). Professional engineering is covered under Agency 235, Division 01, Rule 21, cited as 235.01.21 Ark. Code R. 001, and known as the “Rules of the Board”.

The organization is as follows:

#### 235.01.21 Ark. Code R. 001

- Agency 235: Department of Labor and Licensing
  - Division 01: Board of Licensure for Professional Engineers and Professional Surveyors
    - Rule 21-001: Rules of the Board Licensure for Professional Engineers and Professional Surveyors

Note that rule 235.01.20 Ark. Code R. **004** is an older version of the Rules of the Board with very similar content.

There are separate chapters and boards for architects, landscape architects, geologists, and other professions.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

**Rules of the Board**

The following are the contents of 235.01.21 Ark. Code R. 001, called Rules of the Board in this course and on the Board website. Sections in **bold** are of particular importance for practicing professional engineers.

Rule 235.01.21-001 - Rules of the Board Licensure for Professional Engineers and Professional Surveyors

**ARTICLE 1.GENERAL PROVISIONS**

**ARTICLE 2.DEFINITIONS**

ARTICLE 3.BOARD - ORGANIZATION AND MEETING

ARTICLE 4.BOARD - POWERS

ARTICLE 5.RECEIPTS AND DISBURSEMENTS

ARTICLE 6.RECORDS AND REPORTS

ARTICLE 7.ROSTER

ARTICLE 8.GENERAL REQUIREMENTS FOR LICENSURE

ARTICLE 9.FEES

ARTICLE 10.PROFESSIONAL EXPERIENCE

ARTICLE 11.EXAMINATIONS

**ARTICLE 12.CERTIFICATES AND SEALS**

**ARTICLE 13.EXPIRATIONS AND RENEWALS**

**ARTICLE 14.DISCIPLINARY ACTION**

ARTICLE 15.COMPLAINTS, HEARING PROCEDURES, & DECLARATORY ORDERS

**ARTICLE 16.VIOLATIONS AND PENALTIES**

**ARTICLE 17.RIGHT TO PRACTICE**

**ARTICLE 18.EXEMPTION**

**ARTICLE 19.CONTINUING PROFESSIONAL COMPETENCY (CPC)**

**ARTICLE 20.ETHICS AND RULES OF PROFESSIONAL CONDUCT**

ARTICLE 21. Pre-Licensure Criminal Background Check and Waiver Request



Arkansas Laws and Rules for Engineers  
A SunCam online continuing education course

## State Board



The state agency for professional engineering is the *State Board of Licensure for Professional Engineers and Professional Surveyors* (PELS Board), herein referred to as the Board. The Board is part of the Department of Labor and Licensing.

The Board oversees over 8,500 professional engineers. The Board has the authority to manage and further regulate professional engineering. The Board can make modifications to 235.01.21 Ark. Code R.

## Board Website



[www.labor.arkansas.gov/licensing/state-board-of-licensure-for-professional-engineers-and-professional-surveyors/](http://www.labor.arkansas.gov/licensing/state-board-of-licensure-for-professional-engineers-and-professional-surveyors/)

The board website contains the following relevant topic pages:

- Licensing
- License Renewal
- Complaint & Enforcement
- Forms
- Rules/Laws/Standards
- Guidance Documents
- News
- Publications and Newsletters
- Board Meetings
- Resources
- Disciplinary and Enforcement Actions
- Out-of-State Licensure Act-AR Residents
- Military Licensure Reciprocity
- Contact Us





Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

**Practice of Professional Engineering**

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

Ark. Code Ann. 17-30

**Section 17-30-101 - Definitions**

As used in this chapter:

(1) "Consulting engineer" means a professional engineer whose principal occupation is the independent practice of engineering, whose livelihood is obtained by offering engineering services to the public, who serves clients as an independent fiduciary, who is devoid of public, commercial, and product affiliation that might tend to infer a conflict of interest, and who is aware of his or her public and legal responsibilities and is capable of discharging them;

(2) "Engineer-intern" means a person who under this chapter has:

(A) Qualified for an examination authorized by the State Board of Licensure for Professional Engineers and Professional Surveyors in fundamental engineering subjects; and

(B) Passed the examination;

(3)

(A) "Firm" means a form of business entity that offers professional engineering services of its licensed personnel to the public.

(B) "Firm" does not include an individual licensee operating under his or her name;

(4)

(A) "Practice of engineering" means a service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge in the mathematical, physical, and engineering sciences to services or creative work such as consultation, investigation, evaluation, planning, and design of engineering works and systems relating to the use of air, land, water, municipal and regional planning, forensic services, engineering teaching of advanced engineering subjects or related courses, engineering surveys, and the inspection of construction to assure compliance with drawings and specifications





Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

that are related to public or private service or work, concerning any utilities, structures, buildings, machines, equipment, processes, work systems, or projects including architectural work that is incidental to the practice of engineering.

(B) A person practices or offers to practice engineering, within the meaning of this chapter, who:

- (i) Practices a branch of the profession of engineering;
- (ii) By verbal claim, sign advertisement, letterhead, card, or in any other way represents himself or herself to be an engineer;
- (iii) Through the use of some other title implies that he or she is an engineer or that he or she is licensed under this chapter; or
- (iv) Holds himself or herself out as able to perform or does perform an engineering service or work or any other service designated by the practitioner that is recognized as engineering.

(C) "Practice of engineering" does not include:

- (i) Persons who operate or maintain machinery or equipment; or
- (ii) The act of measuring land, drawing plans, reading plans, or doing other work normally performed by a mechanic, technician, professional surveyor, or draftsman;

(5) "Professional engineer" means a person who has been licensed as a professional engineer by the State Board of Licensure for Professional Engineers and Professional Surveyors; and

...

#### **Section 17-30-104 - Construction**

The provisions of this chapter affirm the legal authority of an engineer licensed under its provisions to provide consultation, investigation, evaluation, planning, and design of buildings intended for accommodation of equipment, vehicles, goods, and/or processes or other utilitarian functions, with human occupancy including office space as required for the support of these functions, provided the engineer is practicing within his or her area of competency as defined by this chapter.

#### **Section 17-30-105 - Exemptions**

This chapter does not prevent the practice by:

(1) Other Professions. The practice of any other legally recognized profession;



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

(2) Temporary Permits.

(A)

(i) The practice or offer to practice of engineering by a person not a resident of or having no established place of business in this state if the person is legally qualified by licensure to practice engineering in his or her own state or country.

(ii) An applicant may temporarily provide engineering services before becoming licensed under the reciprocal and comity licensure provisions of § 17-30-302(d) by obtaining a temporary permit.

(iii) The State Board of Licensure for Professional Engineers and Professional Surveyors shall specify by rule the qualifications necessary to obtain a temporary permit.

(iv) The qualifications necessary to obtain a temporary permit shall be similar to those necessary for original licensure.

(B) An applicant for a temporary permit shall submit an application for a temporary permit and for reciprocal or comity licensure to the board in writing and, after payment of a fee established by board rule, may be granted a written permit for a definite period of time; and

(3) Employees and Subordinates. The work of an employee or a subordinate of a person holding a certificate of licensure under this chapter or an employee of a person practicing lawfully under subdivision (2) of this section if the work does not include final engineering designs or decisions and is done under the direct supervision of and verified by a person holding a certificate of licensure under this chapter or a person practicing lawfully under subdivision (2) of this section.

**Section 17-30-106 - "Good Samaritan" law**

A professional engineer who voluntarily, without compensation other than expense reimbursement, provides architectural, structural, electrical, mechanical, or other design professional services related to a declared national, state, or local emergency caused by an earthquake, hurricane, tornado, fire, explosion, collapse, or other similar disaster or catastrophic event shall be subject to the provisions and protection of § 17-15-106.

**Section 17-30-301 - Licensure requirement - Exceptions**

A person, unless licensed under the present law, shall not practice or offer to practice engineering unless that person has been licensed under this chapter, except that:



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

- (1) An engineer-intern may engage in such a practice as an employee of or under the supervision of a licensed engineer;
- (2) A person holding a temporary permit under § 17-30-105(2) may temporarily provide engineering services for the purpose and in the manner provided by the State Board of Licensure for Professional Engineers and Professional Surveyors when granted the temporary license;
- (3) A person may engage in such a practice if that person is employed by a professional engineer and acts under his or her supervision and direction; and
- (4) A firm may not engage in the practice of engineering as a profession except under § 17-30-303.

**Section 17-30-303 - Authorization certificates**

(a)

(1) The practice or offer to practice for others, as defined in § 17-30-101, by individuals licensed under this chapter through a firm is permitted if:

(A) The professional engineers of the firm are licensed under this chapter or are practicing under § 17-30-105; and

(B) The firm has been issued a certificate of authorization by the State Board of Licensure for Professional Engineers and Professional Surveyors under this subchapter.

(2) All final drawings, specifications, plans, reports, calculations, or other engineering papers or documents involving the practice of engineering, as defined in this chapter, when issued or filed for public record, shall be dated and bear the signature and seal of the professional engineer qualified in the appropriate branch of engineering who prepared them or under whose immediate direction they were prepared.

(b)

(1) A firm desiring a certificate of authorization shall file with the board an application, using the form provided by the board, providing all the information required by the board, and also listing the names and addresses of the individual or individuals duly licensed to practice engineering in this state who shall be in responsible charge of the practice of engineering in the state through the firm, and other information, which must accompany the annual renewal fee.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

(2) If there is a change in any of these persons during the year, the change shall be designated on the same form and filed with the board within thirty (30) days after the effective date of the change.

(3) If all of the requirements of this section are met, the board shall issue a certificate of authorization to the firm, and the firm may contract for and collect fees for furnishing engineering services.

(c) This chapter does not prevent a firm from performing engineering services for the firm itself or a subsidiary or an affiliate of the firm.

(d)

(1) The firm shall not be relieved of responsibility for the conduct or acts of its agents, employees, officers, or partners by reason of its compliance with this section.

(2) An individual practicing engineering under this chapter shall not be relieved of responsibility for engineering services performed by reason of employment or other relationship with a firm holding an authorization certificate.

(e) A certificate of authorization shall be renewed as provided in this chapter.

(f) An engineer who gives occasional, part-time, or consulting engineering services to or for a firm shall not be designated as being responsible for the professional activities of the firm unless the engineer is an officer or owner of the firm.

(g)

(1) The Secretary of State shall not issue a certificate of incorporation to an applicant or a registration as a foreign firm to a firm that includes among the objectives for which it is established any of the words "engineer", "engineering", or any modification or derivation thereof unless the board has issued for the applicant a certificate of authorization or a letter indicating the eligibility of the applicant to receive such a certificate.

(2) The firm applying shall supply such a certificate or letter from the board with its application for incorporation or registration.

(h) The Secretary of State shall decline to register any trade name or service mark that includes words as set forth in subsection (g) of this section or modifications or



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

derivatives thereof in its firm name or logos except those firms holding authorization certificates issued under this section.

**Section 17-30-304 - Fees - Renewal of certificates - Disposition of funds - Inactive - Reinstatements**

(a) The State Board of Licensure for Professional Engineers and Professional Surveyors may establish application fees, certificate fees, renewal fees, license reinstatement fees, examination fees, penalties for late renewals or cancellations, and any other fees it deems necessary within the guidelines of the State of Arkansas.

(b) The board may establish guidelines and require a demonstration of continuing professional competency as a condition of renewal or relicensure.

(c) All certificates shall be renewed annually or biennially at the discretion of the board.

(d) The fees shall be deposited into a bank designated by the board, and the officer or employee who collects the fees and disburses them shall be required to execute a corporate surety bond for the proper accounting thereof.

(e)

(1) A professional engineer or engineer-intern licensed under this chapter who is not engaged in the practice of engineering may request that the board grant him or her inactive status by placing his or her name on the board's inactive roll.

(2) A professional engineer or engineer-intern who is granted inactive status maintains the right to seek active license status at a later time.

(3) A professional engineer whose license is inactive may return to active status by:

(A) Notifying the board in advance of his or her intention to return to active status;

(B) Paying the appropriate fees; and

(C) Meeting all requirements of the board, including demonstration of professional competency.

(4) Inactive status shall continue so long as the license holder pays the annual fee under the board's rules.

(f) A professional engineer or engineer-intern whose license is not renewed may have it reinstated by meeting the requirements of the board depending on the time of



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

nonrenewal under the rules of the board. The requirements the board may consider are:

- (1) Payment of fees and penalties;
- (2) Demonstration of continuing professional competency; and
- (3) Reexamination.

Rules of the Board

**ARTICLE 1. GENERAL PROVISIONS**

A. Practice of Engineering

In order to safeguard life, health and property and to promote the public welfare, the practice of engineering in the State of Arkansas is subject to regulation. It shall be unlawful for any person to practice, or to offer to practice engineering in this state, as defined in the provisions of A.C.A. 17-30-101 et. seq., and the Administrative Procedure Act, A.C.A. 25-15-101 et. seq., or to assume, advertise, or use the person's name and title or description tending to convey the impression that the person is an engineer unless such person has been duly licensed under the provisions of these statutes. The Practice of Engineering shall be deemed a privilege granted by the State through the Licensing Board based on the qualifications of the individual as evidenced by their certificate of licensure, which shall not be transferable.

...

**ARTICLE 2. DEFINITIONS**

A. Board - The term "Board" shall mean the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors.

B. Professional Engineer - The term "professional engineer" shall mean a person who has been duly licensed as a Professional Engineer by the Board.

C. Engineer Intern - The term "engineer intern" shall mean a person who complies with the requirements of the rules of the Board, who has passed an eight (8) hour National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Engineering examination, and has been licensed by the Board.

D. Practice of Engineering -

1. The term "practice of engineering" shall mean any service or creative work, the adequate performance of which requires engineering education and experience



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

in the application of special knowledge in the mathematical, physical, and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems relating to the use of air, land, and waters; municipal and regional planning; forensic services; teaching of junior level or above engineering subjects or courses related thereto; engineering surveys, and the observation of construction for the purpose of assuring 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, including such architectural services as is incidental to the practice of engineering.

2. Except as provided in 3. below, a person shall be construed to practice or offer to practice engineering who practices in any branch of engineering; or who, by verbal claim, sign, advertisement, letterhead, card or in any other way, represents himself to be an engineer; or who through the use of some other title implies that the person is an engineer or that the person is licensed by the Board; or who holds himself out as able to perform or does perform any engineering service or work which is recognized as engineering, but such definition shall not include persons who operate or maintain machinery or equipment. The practice of engineering shall not include the act of measuring land, drawing or reading plans or other work normally done by mechanics, technicians, draftsmen or licensed surveyors.

3. A person who is a licensed engineer in another jurisdiction shall not be considered to be offering to practice engineering when soliciting work by any of the following means:

- a. Advertising in publications or electronic media, provided there is no holding out of professional services in jurisdictions where not licensed;
- b. Responding to letters of inquiry regarding requests for proposals, provides there is written disclosure that the engineer and firm are not licensed in this jurisdiction and the response is limited to inquiries regarding scope and to demonstrate interest;
- c. Responding to letters of inquiry from prospective clients, provided there is written disclosure that the engineer and firm are not licensed in this jurisdiction and the response is limited to inquiries regarding scope of project and to demonstrate interest;



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

d. Submitting proposals to prospective clients in response to notices, inquiries or solicitations provided there is written disclosure that the engineer and firm are not licensed in this jurisdiction.

Regardless of the above, contracts may not be signed, or work commenced until the engineer and firm become licensed in this jurisdiction.

...

**ARTICLE 17. RIGHT TO PRACTICE**

A. An individual may practice or offer to practice engineering or surveying for others if licensed or permitted under the Board's statutes and rules, subject to the provisions contained therein.

B. A firm, association, partnership or corporation may not engage in the practice of engineering or surveying unless the practice as engaged in is done under the supervision and direction of an engineer or surveyor licensed in the State of Arkansas.

C. A firm, association, partnership or corporation may engage in the practice of engineering or surveying with relation to its own property or business so long as such practice is done under the supervision of a licensed engineer or licensed surveyor.

D. All final drawings, specifications, plans, reports, plats, or other papers or documents involving the practice of engineering or surveying, as defined in the statutes, when issued or filed for public records, shall be dated and bear the signature and seal of the professional engineer or of the professional surveyor who prepared or supervised and approved them.

**ARTICLE 18. EXEMPTION**

A. The statutes and rules of the Board will govern the activities of the engineer and surveyor and shall not be construed to prevent the practice of any other legally recognized profession.

B. The statutes and rules of the Board shall not be construed to prohibit the work of an employee or a subordinate of a licensee or any employee of a person practicing lawfully under Article 2, provided such work does not include final engineering or





Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

surveying decisions and is done under the direct supervision of and verified by a licensee or a person practicing lawfully under Article 8.

C. The statutes and rules of the Board shall not apply to:

1. The usual symbols and statements of the cartographic representation of scale and direction, including, but not limited to, scale ratios, scale bar, and north arrows;
2. The preparation and attachment of metadata or to the scientific analysis of measurement data for research by a person who is not a professional surveyor or professional engineer; and
3. Any government agency or office in conducting its statutory or constitutional duties to certify representations or spatial data.

D. The statutes and rules of the Board shall not impair or reduce the scope of the professional practice of professional architects as defined by statute and rules of the Arkansas State Board of Architects.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

## **Responsible Charge**

Engineering design work must be prepared under the supervision of a professional engineer with “responsible charge”, as described in the rules copied below. The engineer with responsible charge sign and seals documents produced under their responsibility. A typical project has multiple engineers in responsible charge, one for each design discipline (civil, structural, mechanical, electrical, etc.).

Ark. Code Ann. 17-30

### **Section 17-30-101 - Definitions**

...

(6) "**Responsible charge**" means direct control of, supervision of, and legal responsibility for all engineering work performed.

### **Section 17-30-303 - Authorization certificates**

...

(b)

(1) A firm desiring a certificate of authorization shall file with the board an application, using the form provided by the board, providing all the information required by the board, and also listing the names and addresses of the individual or individuals duly licensed to practice engineering in this state who shall be in **responsible charge** of the practice of engineering in the state through the firm, and other information, which must accompany the annual renewal fee.

Rules of the Board

## **ARTICLE 2. DEFINITIONS**

...

I. Responsible Charge - The term "**responsible charge**" shall mean direct control, supervision of and legal responsibility for all engineering and surveying performed. This **responsible charge** shall be of such a nature that the client may reasonably presume that the licensed engineer or surveyor of the firm which the client has employed is the provider of the professional services.

NSPE



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

Responsible charge is also defined in a National Society of Professional Engineers (NSPE) reference document, and copied below for convenience.

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**.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

### **Engineering Disciplines**

An engineers initial area of practice (a.k.a. area of competency, discipline, or branch) is typically identified through NCEES F.E. and P.E. examination and initial licensure. The Board does not track discipline designations and discipline names are not identified on seals.

Licensees should only undertake assignments when qualified by education or experience in the specific technical fields involved. Similarly, a licensee shall only sign and seal work when qualified in that branch. Incidental architecture and surveying work may be performed within the parameters in the laws and rules. One can have licenses in both engineering and surveying (dual licensed).

Ark. Code Ann. 17-30

#### **Section 17-30-101 - Definitions**

...

(4)

(A) "Practice of engineering" means a service or creative work, ... including architectural work that is **incidental** to the practice of engineering.

#### **Section 17-30-303 - Authorization certificates**

...

(2) All final drawings, specifications, plans, reports, calculations, or other engineering papers or documents involving the practice of engineering, as defined in this chapter, when issued or filed for public record, shall be dated and bear the signature and seal of the professional engineer **qualified in the appropriate branch of engineering** who prepared them or under whose immediate direction they were prepared.

Rules of the Board

### **ARTICLE 20. ETHICS AND RULES OF PROFESSIONAL CONDUCT**

...

B. Licensee's Obligation to Employer, Clients, and Customers

1. Licensees shall undertake assignments only when **qualified by education or experience** in the specific technical fields of engineering or surveying involved.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

2. Licensees shall not affix their signatures or seals to any plans or documents dealing with **subject matter** in which they lack **competence**, nor to any such plan or document not prepared under their direct control and personal supervision.
3. Licensees may accept assignments for coordination of an entire project, provided that each element is signed and sealed by the licensee responsible for preparation of that element.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

## **Professional Conduct**

The following laws and rules help define professional conduct and related requirements.

Ark. Code Ann. 17-30

### **Section 17-30-102 - Penalties - Violations**

(a)

(1) A person who practices or offers to practice engineering in this state in violation of this chapter and a person using or attempting to use as his or her own the certificate of licensure of another, who gives false evidence of any kind to the State Board of Licensure for Professional Engineers and Professional Surveyors or to any member of the board in obtaining a certificate of licensure, or who falsely impersonates any other practitioner or in any manner falsely implies that he or she is licensed or violates this chapter or the rules of the board is guilty of a misdemeanor.

(2) For each offense of which he or she is convicted, the person shall be punished by:

(A) A fine of not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1,000);

(B) Imprisonment not to exceed three (3) months; or

(C) Both fine and imprisonment.

(3) Each violation and each day of any violation constitutes a separate offense.

(b) The following persons are guilty of a Class A misdemeanor for the first offense and a Class D felony for the second or any subsequent offense:

(1) A person who practices or offers to practice engineering in this state without being licensed under this chapter;

(2) A person, firm, partnership, organization, association, corporation, or other entity using or employing the words "engineer" or "engineering" or any modification or derivative thereof in its name or form or business activity, except as authorized in this chapter;

(3) A person presenting or attempting to use the certificate of licensure or the seal of another;

(4) A person who gives false or forged evidence of any kind to the board or to any member of the board in obtaining or attempting to obtain a certificate of licensure;

(5) A person who falsely impersonates a licensee of like or different name;



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

- (6) A person who attempts to use an expired, suspended, revoked, or nonexistent certificate of licensure;
- (7) A person who practices or offers to practice when not qualified;
- (8) A person who falsely claims that he or she is licensed or authorized under this chapter; or
- (9) A person who violates any of the provisions of this chapter.

**Section 17-30-305 - Administrative violations and penalties**

(a) The State Board of Licensure for Professional Engineers and Professional Surveyors may suspend, revoke, or refuse to issue, restore, or renew a certificate of licensure of, or place on probation, fine, or reprimand a professional engineer who is:

- (1) Found guilty of:
  - (A) Fraud or deceit in obtaining, attempting to obtain, or renewing a certificate of licensure or certificate of authorization;
  - (B) Negligence, incompetency, or misconduct in the practice of engineering;
  - (C) Failure to comply with this chapter, the rules of the board, or an order of the board;
  - (D) Discipline by another state, territory, the District of Columbia, a foreign country, the United States Government, or any other governmental agency, if at least one (1) of the grounds for discipline is the same or substantially equivalent to those contained in this section;
  - (E) Failure within thirty (30) days to provide information requested by the board as a result of a formal or informal complaint to the board that would indicate a violation of this chapter;
  - (F) Knowingly making false statements or signing false statements, certificates, or affidavits to induce payment;
  - (G) Aiding or assisting another person in violating this chapter or the rules of the board;
  - (H) Violating a term of probation imposed by the board;
  - (I) Using a seal or practicing engineering while the professional engineer's license is suspended, revoked, nonrenewed, or inactive;
  - (J) Signing, affixing the professional engineer's seal, or permitting the professional engineer's seal or signature to be affixed to an instrument of practice that has not been prepared or completely checked by the professional engineer or under the professional engineer's direct supervision or control;



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

- (K) Engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public;
- (L) Providing false testimony or information to the board; or
- (M) Habitual intoxication or addiction to the use of drugs or alcohol; or
- (2) Found guilty of or enters a plea of guilty or nolo contendere to:
  - (A) A felony listed under § 17-3-102;
  - (B) A crime of which an essential element is dishonesty; or
  - (C) A crime that is directly related to the practice of engineering.
  
- (b) In addition to any other penalty provided in this section, a person who violates this chapter or a rule of the board shall pay to the board a civil penalty in an amount determined by the board of not more than five thousand dollars (\$5,000) for each offense.
  
- (c)
  - (1) The board shall adopt rules of professional conduct under § 17-30-203 that shall be published in writing to an applicant for licensure under this chapter and published in the roster.
  - (2) The publication shall constitute due notice to the licensees.
  - (3) The board may amend the rules of professional conduct from time to time and shall notify each licensee in writing of the amendments.
  
- (d) The board may:
  - (1) Revoke a certificate of authorization;
  - (2) Suspend a certificate of authorization for no more than two (2) years of a firm if one (1) or more of its officers or directors have been found guilty of conduct that would authorize a revocation or suspension of the certificate of licensure of the officer or director under this section;
  - (3) Place a licensee on probation under rules prescribed by the board; or
  - (4) Levy a fine of not more than five thousand dollars (\$5,000) for each offense.
  
- (e) The board may discipline nonlicensees that violate this chapter by imposing a fine of not more than five thousand dollars (\$5,000) for each offense.





Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

Rules of the Board

**ARTICLE 14. DISCIPLINARY ACTION**

A. The Board may take disciplinary action to the fullest extent permitted by law against any licensee who is convicted of a felony listed under Ark. Code Ann. § 17-3-102 or whom the Board finds guilty of any of the following:

1. Fraud or deceit in obtaining a certificate of licensure or authorization;
2. Any gross negligence, incompetence or misconduct in the practice of engineering as a professional engineer or surveying as a professional surveyor;
3. Any violation of the Rules of Professional Conduct and/or rules of the Board;
4. Violations of the Arkansas Standards of Practice No. 1 for Property Boundary Surveys and Plats in force at the time of the survey; and
5. Practicing engineering or surveying with an invalid or expired license.

B. The Board may discipline nonlicensees who violate this chapter by imposing a fine of not more than five thousand dollars (\$5,000) per violation.

**ARTICLE 16. VIOLATIONS AND PENALTIES**

A. Any person or entity who commits any of the following actions shall be subject to disciplinary action by the Board:

1. Practice, or offer to practice, engineering or surveying in the State of Arkansas without being licensed under the provisions of the Acts;
2. Using or employing the words "engineer", "engineering", "surveyor", or "surveying" or any modification or derivative thereof in its name, form of business, or activity except as authorized in the statutes and rules of the Board;
3. Presenting or attempting to use the license or the seal of another;
4. Giving false or forged evidence of any kind to the Board or to any member thereof in obtaining or attempting to obtain licensure;
5. Falsely impersonating any other licensee of like or different name;
6. Attempt to use an expired, revoked, or non-existent license;
7. Practice or offer to practice when not qualified; or
8. Falsely claiming to be licensed under the statutes and the rules of the Board.

...

C. The Board is empowered to impose a civil penalty of not more than five thousand dollars (\$5,000.00), per instance, against any individual violating any portion of the statutes or rules of the Board pertaining to the practice of Engineering and/or Surveying. Civil penalties may be imposed on licensees or non-licensees.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

**ARTICLE 20. ETHICS AND RULES OF PROFESSIONAL CONDUCT**

The following Rules of Professional Conduct shall be binding on every person holding a Certificate of Licensure. The Rules of Professional Conduct delineate specific obligations the licensee must meet. In addition, each licensee is charged with the responsibility of adhering to standards of highest ethical and moral conduct in all aspects of the practice of Professional Engineering and Professional Surveying.

Licensees shall avoid conflicts of interest and faithfully serve the legitimate interest of their employers, clients and customers within the limits defined by these rules. A Licensee's professional reputation shall be built on the merit of the licensee's services and shall not compete unfairly with others.

**A. Licensee's Obligation to Society**

1. Licensees, in the performance of their services for clients, employers and customers, shall be cognizant that their first and foremost responsibility is to the public welfare.
2. Licensees shall approve and seal only those design documents and surveys that conform to accepted engineering and surveying standards and safeguard the life, health, property and welfare of the public.
3. Licensees shall notify their employer or client and such other authority as may be appropriate when their professional judgment is overruled under circumstances where the life, health, property and welfare of the public is endangered.
4. Licensees shall be objective and truthful in professional reports, statements or testimony. They shall include all relevant and pertinent information in such reports, statements or testimony.
5. Licensees shall express a professional opinion publicly only when it is founded upon an adequate knowledge of the facts and a competent evaluation of the subject matter.
6. Licensees shall issue no statements, criticisms or arguments on technical matters which are inspired or paid for by interested parties, unless they explicitly identify the interested parties on whose behalf they are speaking and reveal any interest they have in the matters.
7. Licensees shall not permit the use of their name or firm name by, nor associate in business ventures with, any person or firm which is engaging in fraudulent or dishonest business or professional practices.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

8. Licensees having knowledge of possible violations of any of these Rules of Professional Conduct shall provide the Board with information and assistance necessary for the final determination of such violation.
9. Licensees who are salespersons or who represent a particular product or system shall qualify any public statement made concerning their product or system.

**B. Licensee's Obligation to Employer, Clients, and Customers**

1. Licensees shall undertake assignments only when qualified by education or experience in the specific technical fields of engineering or surveying involved.
2. Licensees shall not affix their signatures or seals to any plans or documents dealing with subject matter in which they lack competence, nor to any such plan or document not prepared under their direct control and personal supervision.
3. Licensees may accept assignments for coordination of an entire project, provided that each element is signed and sealed by the licensee responsible for preparation of that element.
4. Licensees shall not reveal confidential facts, data or information obtained in a professional capacity without the prior consent of the client or employer except as authorized or required by law.
5. Licensees shall not solicit or accept financial or other valuable consideration, directly or indirectly, from contractors, their agents or other parties in connection with work for employers or clients, unless the conditions in Article 20.B.7. are met.
6. Licensees shall make full prior disclosures to their employers or clients of potential conflicts of interest or other circumstances which could influence or appear to influence their judgment or the quality of their service.
7. Licensees shall not accept compensation, financial or otherwise, from more than one party for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
8. Licensees shall not solicit or accept a professional contract from a governmental body on which a principle or officer of their organization serves as a member. Conversely, licensees serving as members, advisors, or employees of a governmental body or department, who are the principals or employees of a private concern, shall not participate in decisions with respect to professional services offered or provided by said concern to the governmental body which they serve.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

C. Licensee's Obligation to Other Licensees

1. Licensees shall not falsify or permit misrepresentation of their, or their associates; academic or professional qualifications. They shall not misrepresent or exaggerate neither their degree of responsibility in prior assignments nor the complexity of said assignments. Presentations incidental to the solicitation of employment or business shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures or past accomplishments.
2. Licensees shall not offer, give, solicit or receive, either directly or indirectly, any commission, gift, or other valuable consideration in order to secure work, and shall not make any political contribution with the intent to influence the award of a contract by a public authority.
3. Licensees shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects practice or employment of other licensees, nor indiscriminately criticize other licensee's work.
4. Licensees who are aware of any alleged violations of the law, rules of the Board, or these Rules of Professional Conduct by a fellow licensee may counsel with that licensee to determine the facts. If correction is not made the licensee shall report the violation to the Board and other proper authorities.



Arkansas Laws and Rules for Engineers  
A SunCam online continuing education course

### **Sign and Seal Requirements**

Engineering seal and signature requirements are found in Rules of the Board Article 12.B. Here are highlights that may differ from requirements in other states:

- Seal outer diameter is to be 1 1/4" to 2"
- Signature and date location not specified
- Ink color not specified
- Name and number on seal to be legible
- Drawings should be sealed on each sheet
- For multipage specifications and reports, it is acceptable to only seal the cover or seal page
- Documents manually or digitally signed and sealed may be scanned or digitally printed and transmitted electronically
- Copies with a seal but not a signature require this statement: "This document was originally issued and sealed by (name of licensee), (license number) on (date). This copy is not a signed and sealed document."
- Acceptable forms of signature:
  - Original (hand) sign and seal (rubber stamp, electronic image, or embossed)
  - Digital/electronic signature requirements:
    - Digital seal image acceptable
    - Signature is unique to and under the sole control of the licensee
    - Capable of verification
    - Linked to the document such that the signature is invalidated if any data on the document is altered (or changes are prevented)
    - Adobe, Bluebeam, & DocuSign e-signatures appear acceptable



### **Laws and Rules**

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



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

Rules of the Board

**ARTICLE 12. CERTIFICATES AND SEALS**

A. Certificates

1. For all Professional Engineers and Professional Surveyors, all Engineer Interns and Surveyor Interns, the Board shall issue a Certificate. The certificate shall show the name of the licensee, the license number and shall be signed by the President and Director with the embossed seal of the Board.
  
2. The issuance of a Certificate of Licensure by the Board shall be Prima Facie Evidence that the person named therein is licensed while the certificate remains unrevoked.

B. Seals

1. Upon licensure each professional engineer may obtain a seal of the design authorized by the Board bearing the licensee's name, license number and the legend "Licensed Professional Engineer".
  - a. Each page of each final engineering document to include drawings, and the cover sheet of specifications and the signature page of written reports prepared by a licensee shall, when issued, be dated, signed and stamped with the said seal or facsimile thereof by the responsible licensee(s).
  - b. It shall be unlawful for an engineer to affix, or permit the engineer's seal or facsimile thereof to be affixed to any engineering drawing, specifications, plats or reports after the expiration of the engineer's license or for the purpose of aiding or abetting any other person to evade or attempt to evade any provision of the statutes and the rules of the Board.
  - c. Record or as-built drawings representing what is believed to be constructed shall not be sealed unless specifically required by contract and shall then contain a caveat or disclaimer that provides as applicable:
    - i. The information in the drawing is a compiled representation of the constructed project;
    - ii. Identifies the source and basis of information used in preparing the drawing;
    - iii. States or declares that the drawing is believed to be correct to the best of the professional's knowledge but it cannot be guaranteed accurate.



Arkansas Laws and Rules for Engineers  
A SunCam online continuing education course

2. Upon licensure each professional surveyor may obtain a seal of the design authorized by the Board, bearing the licensee's name, license number and the legend "Licensed Professional Surveyor". Each page of final drawings, plats, and the signature page of reports, and the cover sheet of specifications prepared by a licensee shall, when issued, be dated, signed and stamped with the said seal or a facsimile thereof. It shall be unlawful for a licensee to affix or permit the licensee's seal and signature or facsimile thereof to be affixed to any document the licensee did not personally prepare or supervise the preparation of or after the expiration of the licensee's license or for aiding or abetting any other person to evade or attempt to evade any provision of the statutes and rules of the Board.

3. Each firm that is issued a Certificate of Authorization (COA) shall obtain a seal of the design authorized by the Board, bearing the name of the firm and the COA number and attach, at a minimum, to the cover sheet of the plans, or cover page or the seals page of specifications, and reports for documents where the professional seal is required.

4. The Board hereby establishes the design of and clarifies the use of the seal by a licensee as follows:

a. The engineer and surveyor and certificate of authorization seals shall use the following designs, however, seals previously acquired in compliance with then current rules need not be changed nor modified as a result of subsequent rule changes unless specifically required;



b. The seal shall be from 1 1/4 to 2 inches diameter and have a milled edge in conformance with the above designs. A facsimile rubber stamp is authorized in lieu of a seal. The stamp may have either a milled edge, or two (2) concentric circles with the outer and inner circles corresponding with the respective edges of the milling on the seal. The licensee's name



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

and number inscribed in the seal shall correspond to the name and certificate number shown on the Certificate of Licensure;

c. The seal shall be affixed to documents and instruments only when the license certificate is current and in good standing, and then only on such documents and instruments which have been prepared by the licensee or under the supervision of the licensee. The licensee shall be responsible for assuring the seal, however affixed, is legible on the document;

d. By affixing the licensee's seal to any documents or instruments, a licensee accepts full responsibility and liability for the professional work represented on such documents or instruments; and

e. Documents may be sealed electronically and may be signed and/or transmitted electronically if done in one of the following ways:

i. Documents digitally signed may be transmitted electronically as long as the signature is unique to and under the sole control of the person who applied it, be capable of verification and be linked to the document in such a manner that the signature is invalidated if any data on the document is altered;

ii. Documents manually or digitally sealed but not signed may be transmitted electronically so long as an original signature and date shall be affixed over the seal and maintained on a paper or electronic copy of the document in the office of record. The electronically transmitted file shall contain the following: "This document was originally issued and sealed by (name of licensee), (license number) on (date). This copy is not a signed and sealed document."; or

iii. Documents manually or digitally signed and sealed may be digitally copied and transmitted by electronic means;

## **ARTICLE 17. RIGHT TO PRACTICE**

...

D. All final drawings, specifications, plans, reports, plats, or other papers or documents involving the practice of engineering or surveying, as defined in the statutes, when issued or filed for public records, shall be dated and bear the signature and seal of the professional engineer or of the professional surveyor who prepared or supervised and approved them.





Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

Division of Building Authority MINIMUM STANDARDS & CRITERIA

**2-904 DRAWING STANDARDS**

...

(X) Since the final plan review drawing submittals are, in the opinion of the Design Professional, complete and ready for bid, all drawings submitted for final review shall bear the Arkansas registration seal and signature of the individual or individuals responsible for its design (and corporate seals where applicable). To prevent incomplete drawings from being mistaken as construction drawings, the Design Professional shall over stamp the seal with either "Preliminary" or "Not for Construction" or "For Review Only". To facilitate proper review by the Section, the name and registration numbers on the seal should be visible and legible.



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

### **Continuing Education**

Per Rules of the Board Article 19, the following continuing professional competency is required every 2-year renewal period, where PDH is a professional development hour:

- 30 PDH
- The Board does NOT pre-approve providers or specific courses
- Course content:
  - Maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice
- Maximum 30 PDH carried over to next renewal period
- Retain PDH records for minimum 3 years
- If audited, licensee must use the Board provided form entitled "Continuing Education Log of Activities"
- Renewal date: December 31 of odd or even years corresponding to licensee's license number being odd or even

### **Laws and Rules**

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

#### **Ark. Code Ann. 17-30**

#### **Section 17-30-307 - Continuing education requirements**

(a)

(1) The State Board of Licensure for Professional Engineers and Professional Surveyors shall issue rules establishing the continuing education requirements for professional engineers and engineer-interns.

(2) The rules shall take into account the accessibility to applicants of the board's continuing education requirements.

(3) The rules may:

(A) Rely upon guidelines and pronouncements of recognized educational and professional associations;

(B) Prescribe the content, duration, and organization of courses;

(C) Provide for the relaxation or suspension of requirements for:

(i) Applicants who certify that they do not intend to engage in the practice of engineering; and

(ii) Instances of individual hardship;



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

(D) Exempt from licensed continuing education requirements a professional engineer sixty-five (65) years of age or older with twenty-five (25) or more years of experience as a practicing professional engineer; and

(E)

(i) Prescribe the manner and condition under which credit shall be given for participation in a program of continuing education that the board considers necessary and appropriate to maintain competency in the practice of engineering.

(ii) Examples of programs of continuing education that are acceptable include without limitation programs or seminars sponsored by higher educational institutions, government agencies, and professional engineering organizations and related professions.

(b)

(1) An application for renewal of a certificate of licensure shall be accompanied by evidence documenting the completion of acceptable continuing education credit during the previous renewal period.

(2) Failure by an applicant to provide this evidence upon request by the board is grounds for disciplinary action unless the board determines the failure is due to a reasonable cause or the applicant was not engaged in the practice of engineering during the previous renewal period.

(3) The board may renew a certificate of licensure despite an applicant's failure to furnish satisfactory evidence of meeting continuing education requirements and may issue a certificate of licensure to an applicant who has previously maintained inactive status under § 17-30-304 if the applicant follows a particular program or schedule of continuing education prescribed by the board.

### Rules of the Board

#### **ARTICLE 19. CONTINUING PROFESSIONAL COMPETENCY (CPC)**

##### A. Introduction.

In order to safeguard life, health, property and to promote public welfare, it has been determined that the practice of engineering and surveying will require continuing education in order to renew licenses.

##### B. Definitions

Terms used in this article are defined as follows:



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

1. Professional Development Hours (PDH) - An hour (nominal) of instruction or presentation.
2. Continuing Education Unit (CEU) - Unit of credit customarily used for continuing education courses. One Continuing Education Unit equals ten (10) hours of class in an approved education course;
3. College/Unit Semester/Quarter Hour - Credit for approved course or other related college course approved in accordance with "Section E" of this article;
4. Course/Activity - Any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice; and
5. Dual Licensee - A person who is licensed as both a professional engineer and a professional surveyor.

C. Requirements -

Continuing Professional Competency (CPC) is required as follows:

1. Every professional engineer or professional surveyor licensee is required to report a minimum of thirty (30) PDH units for each renewal period. If a licensee exceeds the requirement in any renewal period, a maximum of thirty (30) PDH units may be carried forward into the subsequent renewal period.
2. A professional surveyor, including a professional surveyor who is a dual licensee, is required to have at least two (2) PDH hours of Arkansas Standards of Practice No. 1 for Property Boundary Surveys and Plats for each renewal period.
3. Dual licensees are required to report a minimum of forty (40) PDH units for each renewal period, with at least ten (10) PDH units earned in each profession. The remaining twenty (20) PDH units may be obtained in either profession. If a licensee exceeds the requirement in any renewal period, a maximum of forty (40) PDH units may be carried forward into the subsequent renewal period (no more than 30 in either profession).

D. Units -

1. Units may be earned as follows:
  - a. Successful completion of college courses;
  - b. Successful completion of continuing education courses;
  - c. Successful completion of correspondence, televised, videotaped, audiotape, and other short courses/tutorials;



Arkansas Laws and Rules for Engineers  
A SunCam online continuing education course

- d. Presenting or attending qualifying seminars, in-house courses, workshops, or professional, technical, or managerial presentations made at meetings, conventions, or conferences;
- e. Teaching or instructing in (a) through (d) above;
- f. Authoring published papers, articles, or books;
- g. Active participation in professional or technical societies; and
- h. Patent grants.

2. Unit conversion for other credit to PDH Units is as follows:

- a. 1 College or unit semester hour-----45 PDH
- b. 1 College or unit quarter hour-----30 PDH
- c. 1 Continuing Education Unit-----10 PDH
- d. 1 Hour of professional development in course work, seminars, or professional, or management, or technical presentations made at meetings, conventions or conferences----- 1 PDH
- e. For teaching items 2.a. through d. above, apply a multiple of 2 (teaching credit is valid for teaching a course or seminar for the first time only).
- f. Each published paper, article, or book-----10 PDH Max.
- g. Active participation in professional and technical society (each organization)----2 PDH
- h. Each patent granted-----10 PDH Max.

E. Determination of Credit - The Board has final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit.

- 1. Credit for college or community college approved courses will be based upon credit established by the college.
- 2. Credit for qualifying seminars and workshops will be based on one PDH unit for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDH units for the actual time of each program.
- 3. Credit determination for activities D.1.f and D.1.h is the responsibility of the licensee (subject to review as required by the Board).
- 4. Credit for activity D.1.g., active participation in professional and technical societies (limited to 2 PDH per organization), requires that a licensee serve as an officer and/or actively participate in a committee of the organization. PDH credits are not earned until the end of each year of service is completed.

F. Records. - The maintenance of records to support credits claimed is the responsibility of the licensee. Records required include, but are not limited to:



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

1. A log showing the type of activity claimed, sponsoring organization, location, duration, instructors or speaker's name, and PDH credits earned;
2. Attendance verification records in the form of completion certificates, or other documents supporting evidence of attendance; and
3. Records as maintained by the Professional Development similar repositories. These records must be maintained for a period of three (3) years, and copies may be requested by the board for audit verification purposes.

G. Exemptions. A licensee may be exempt from the professional development education requirements for one of the following reasons:

1. New licensees by way of examination or comity shall be exempt for their first renewal period;
2. A licensee experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board may be exempt. Supporting documentation must be furnished to the Board;
3. A licensee listed as "inactive" on the Board- approved renewal form certifying that they are no longer receiving any remuneration from providing professional engineering or professional surveying services shall be exempt from the professional development hours required;
4. A Professional Surveyor may be exempt if at least sixty (60) years of age and has twenty (20) years of acceptable professional experience. This request must be submitted on forms supplied by the Board; and
5. A Professional Engineer may be exempt if at least sixty-five (65) years of age and has twenty- five (25) years of acceptable professional experience. This request must be submitted on forms supplied by the Board.

H. Forms - All renewal applications will require the completion of a continuing education certificate stating the number of PDH credit claimed. The licensee must maintain sufficient records to permit audit verification, when requested.

I. Audit - The Board may conduct random audits each year of reported continuing education credit after each license renewal period according to the following procedures:

1. The population to be audited for Continuing Professional Competency compliance shall consist of those licensees who are renewing their licenses with the Board, and who are not claiming PDH and qualifies for an exemption under



Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

Section G. of this Article or who do not report sufficient hours as provided in Section K. of this Article.

2. The sample for the audit shall be chosen not less than 180 days after the renewal period is ended.
3. The sample size for each audit group shall be two percent (2%) of the population, chosen at random, without replacement.
4. Each licensee chosen for audit shall provide within 30 days, on the form supplied by the Board, a log of continuing education obtained during the previous licensing period, with supporting documents attached, according to the requirements specified in section F. of this Article.
5. Those auditees failing to respond, or unable to verify their claims to continuing education may be served with a complaint and charged with having obtained renewal of their licenses by false statements according to the provisions and procedures in Articles 14. and 15. of these rules.

J. Noncompliance for reporting less than required hours -

1. A licensee who does not satisfy the continuing education requirement by reporting less than the required number of hours shall be placed on probationary status and notified of that status. The licensee shall have six months from the renewal dates to provide documentation of having obtained both the originally reported and the necessary additional hours or the licensee's license will be placed in an inactive status.
2. Licensees placed on inactive status may return to active status as provided for in Article 8. Section F. of these rules.

**ARTICLE 13. EXPIRATIONS AND RENEWALS.**

A. License certificates for professional engineers shall expire biennially. The Director of the Board will mail, to every licensee, a notice showing the date of the expiration of said license and the fee required for renewal. Such notice will be mailed to the licensee at the licensee's last known address at least one month in advance of the date of the expiration of said certificate. It is the responsibility of each licensee to notify the Board, in writing, of a change of address.

...







Arkansas Laws and Rules for Engineers  
*A SunCam online continuing education course*

**Helpful References**

*State Board of Licensure for Professional Engineers and Professional Surveyors*  
 (PELS)

General website: <https://www.labor.arkansas.gov/licensing/state-board-of-licensure-for-professional-engineers-and-professional-surveyors/publications/>

License renewal: <http://www.labor.arkansas.gov/licensing/state-board-of-licensure-for-professional-engineers-and-professional-surveyors/license-renewal/>

Address change: <https://pelslicensing.arkansas.gov/>

Eng. Laws & Rules: <https://www.labor.arkansas.gov/licensing/state-board-of-licensure-for-professional-engineers-and-professional-surveyors/rules-laws-standards/>

Ark. Code Ann. 17-30: <https://casetext.com/statute/arkansas-code-of-1987/title-17-professions-occupations-and-businesses/subtitle-2-nonmedical-professions/chapter-30-engineers>

235.01.21 Ark. Code R. 001 (Rules of the Board):  
<https://casetext.com/regulation/arkansas-administrative-code/agency-235-department-of-labor-and-licensing/division-01-board-of-licensure-for-professional-engineers-and-professional-surveyors/rule-2350121-001-rules-of-the-board-licensure-for-professional-engineers-and-professional-surveyors>

2022 Handbook: <https://www.labor.arkansas.gov/wp-content/uploads/2022-Board-laws-and-rules-handbook.pdf>