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Iowa Laws and Rules for Engineers

by

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Iowa Laws and Rules for Engineers
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Course Outline:

Iowa Code
Iowa Code 542B
Iowa Administrative Code
IAC 193C
State Board
Practice of Professional Engineering
Responsible Charge
Areas of Practice
Professional Conduct
Sign and Seal Requirements
Continuing Education
Helpful References
Examination

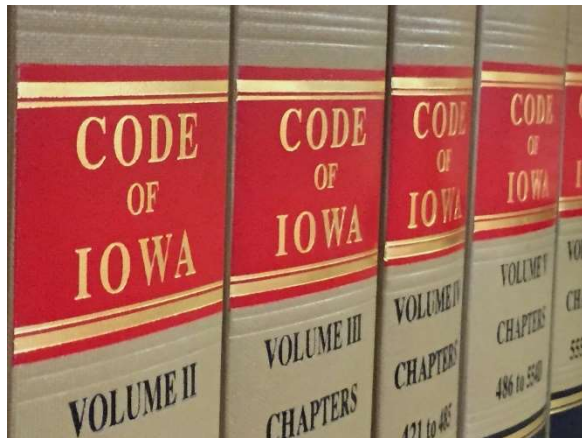
Page 2 of 46



Iowa Laws and Rules for Engineers
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Iowa Code

State laws are enacted by the Iowa Legislature called the General Assembly, 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 two-thirds 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 called the Iowa Acts, which are not integrated into existing laws and difficult to utilize. Next, the laws are added to the *Iowa Code* in the appropriate locations with seamless numbering. Replaced or repealed statutes are removed from the collection. The Iowa Code, also called the Code of Iowa, is the official codified collection of state laws.

The Iowa Code contains 900 chapters grouped into 16 titles. Chapter 542B (cited as Iowa Code 542B) has statutes with relevance to engineering. The organization is as follows:

Iowa Code

- Title XIII - Commerce
 - Chapter 542B - Professional Engineers and Land Surveyors

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 current as of October 2024.



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Iowa Code 542B

The law dedicated to the practice of engineering is Iowa Code 542B. It contains general requirements for engineers and surveyors. It also gives authority to the *Engineering and Land Surveying Examining Board* (Board) to enact the laws and manage licensing. The following is the contents of Iowa Code 542B, with **bold** sections being of particular importance for practicing professional engineers.

Chapter 542B: Professional Engineers and Land Surveyors

542B.1 - Licensed professional engineers and surveyors

542B.2 - Terms defined

542B.3 - Engineering and land surveying examining board created

542B.4 - Terms of office

542B.6 - Official seal - bylaws

542B.7 - Attorney general to assist - general powers

542B.8 - Expenses - compensation

542B.9 - Organization of board - staff

542B.11 - Staff - duties

542B.12 - Disposition of fees

542B.13 - Applications and examination fees

542B.14 - General requirements for licensure - temporary permit to practice engineering

542B.15 - Examinations - report required

542B.16 - Seal - certification of responsibility

542B.17 - Engineer's certificate

542B.18 - Expirations and renewals

542B.19 - Land surveyor's certificate

542B.21 - Suspension, revocation, or reprimand

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542B.22 - Procedure

542B.24 - Injunction

542B.25 - Violations

542B.26 - Applicability of chapter

542B.27 - Civil penalty

542B.30 - Fees

542B.31 - Public members

542B.32 - Disclosure of confidential information

542B.35 - Exception - real property inspection report



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Iowa Administrative Code

State laws are often high-level and lack details required for implementation. The Iowa 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 *Iowa Administrative Code* or *Iowa Administrative Rules*, often abbreviated as IAC, I.A.C., or Iowa Admin. Code. The regulations are enforceable just like state laws.



The IAC is grouped by agencies (departments, divisions, districts, boards, councils, authorities, and commissions). Professional engineering is covered by Agency 193C, entitled *Engineering and Land Surveying Examining Board*. This is cited as IAC 193C. The Board can make edits to the regulations in IAC 193C, provided nothing contradicts the laws in the Iowa Code.

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

213794



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IAC 193C

The following are the contents of IAC 193C with important sections in **bold** being of particular importance for practicing professional engineers.

Agency 193C - ENGINEERING AND LAND SURVEYING EXAMINING BOARD

- Chapter 1 ADMINISTRATION
- Chapter 2 FEES AND CHARGES
- Chapter 3 APPLICATION AND RENEWAL PROCESS
- Chapter 4 ENGINEERING LICENSURE
- Chapter 5 LAND SURVEYING LICENSURE
- Chapter 6 SEAL AND CERTIFICATE OF RESPONSIBILITY**
- Chapter 7 PROFESSIONAL DEVELOPMENT**
- Chapter 8 PROFESSIONAL CONDUCT OF LICENSEES**
- Chapter 9 COMPLAINTS, INVESTIGATIONS AND DISCIPLINARY ACTION
- Chapter 10 PEER REVIEW (COMPLAINT INVESTIGATIONS)
- Chapter 11 MINIMUM STANDARDS FOR PROPERTY SURVEYS
- Chapter 12 MINIMUM STANDARDS FOR U.S. PUBLIC LAND SURVEY CORNER CERTIFICATES
- Chapter 13 CIVIL PENALTIES FOR UNLICENSED PRACTICE

213'694



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State Board

The state agency for professional engineering is the *Engineering and Land Surveying Examining Board*, herein referred to as the Board. The Board is part of the Iowa Department of Inspections, Appeals, & Licensing (DIAL).

The Board oversees over 7,500 professional engineers. The board is given authority to manage and further regulate professional engineering. The Board can make modifications to IAC 193C.



Board Website

The board website contains the following relevant topic pages:

- Online Portal Services
- Filing a Complaint
- License Search
- Board Overview
- Board Meetings
- Contact Information

<https://dial.iowa.gov/about-dial/boards-0/engineering-land-surveying>

213'694



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Practice of Professional Engineering

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

Iowa Code 542B

Section 542B.1 - Licensed professional engineers and surveyors

A person shall not engage in the practice of engineering or land surveying in the state unless the person is a licensed professional engineer or a licensed professional land surveyor as provided in this chapter, except as permitted by section 542B.26.

Section 542B.2 - Terms defined

As used in the chapter, unless the context otherwise requires:

1. "Board" means the engineering and land surveying examining board provided by this chapter.
2. "Design coordination" includes the review and coordination of technical submissions prepared by others, including as appropriate and without limitation, consulting engineers, architects, landscape architects, land surveyors, and other professionals working under the direction of the engineer.
3. "Engineer intern" means a person who passes an examination in the fundamental engineering subjects, but does not entitle the person to claim to be a professional engineer.
4. "Engineering documents" includes all plans, specifications, drawings, and reports, if the preparation of such documents constitutes or requires the practice of engineering.
5. "Engineering surveys" includes all survey activities required to support the sound conception, planning, design, construction, maintenance, and operation of engineered 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.

213794



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6. "In responsible charge" means having direct control of and personal supervision over any land surveying work or work involving the practice of engineering. One or more persons, jointly or severally, may be in responsible charge.

...

9. a. "Practice of engineering" means 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, such as consultation, investigation, evaluation, planning, design and design coordination of engineering works and systems, planning the use of land and water, performing engineering surveys and studies, and the review of construction for the purpose of monitoring compliance with drawings and specifications, any of which embraces such services or creative work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, pneumatic, or thermal nature, insofar as they involve safeguarding life, health, or property, and including such other professional services as may be necessary to the planning, progress, and completion of the services identified in this subsection.

b. A person is construed to be engaged in the practice of engineering if the person does any of the following:

(1) Practices any branch of the profession of engineering.

(2) Makes a representation by verbal claim, sign, advertisement, letterhead, card, or other manner that the person is a professional engineer.

(3) Uses any title which implies that the person is a professional engineer or that the person is certified under this chapter.

(4) The person holds the person's self out as able to perform, or who does perform, any service or work included in the practice of engineering.

...

11. "Professional engineer" means a person, who, by reason of the person's knowledge of mathematics, the physical sciences, and the principles of engineering, acquired by professional education or practical experience, is qualified to engage in the practice of engineering. Unless the context otherwise requires, any reference in this chapter to "engineer" or "engineering" means "Professional engineer" or "professional engineering".



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Section 542B.16 - Seal - certification of responsibility

1. Each licensee, upon licensure, shall obtain a seal of a design approved by the board, bearing the licensee's name, Iowa license number, and the words "professional engineer" or "professional land surveyor" or both, as the case may be. A legible rubber stamp or other facsimile of the seal may be used and shall have the same effect as the use of the actual seal.

2. All engineering documents and land surveying documents shall be dated and shall contain all of the following:

- a. The signature of the licensee in responsible charge.
- b. A certification that the work was done by the licensee or under the licensee's direct personal supervision.
- c. The Iowa legible seal of the licensee.

3. An agency, subdivision, or municipal corporation of this state, or an officer of the state, subdivision, or municipal corporation, shall not file for record or approve any engineering document or land surveying document which does not comply with this section.

4. A licensee shall not place the licensee's signature or seal on any engineering document or land surveying document unless the licensee was in responsible charge of the work, except that the licensee may do so if the licensee contributed to the work and the licensee in responsible charge has signed and certified the work.

5. Violation of this section by a licensee shall be deemed fraud and deceit in the licensee's practice.

IAC 193C

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Rule 193C-1.1 - General statement

The practices of engineering and land surveying affect the life, health, and property of the people in Iowa. The engineering and land surveying examining board's principal mandate is the protection of the public interest.

Rule 193C-1.2 - Definitions

For the purposes of these rules, the following definitions apply:



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"Board" means the engineering and land surveying examining board provided by Iowa Code chapter 542B.

"Design coordination" means the same as defined in Iowa Code section 542B.2(2).

"Engineering documents" means the same as defined in Iowa Code section 542B.2(4).

"Engineering survey," as used in the definition of the practice of engineering, includes all survey activities required to support the sound conception, planning, design, construction, maintenance, and operation of engineered projects, but excludes the survey 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 system.

"Engineer intern" means the same as defined in Iowa Code section 542B.2(3).

"In responsible charge" means the same as defined in Iowa Code section 542B.2(6).

"Practice of engineering" means the same as defined in Iowa Code section 542B.2(9)"a" and "b."

1. The practice of engineering includes:

* Environmental engineering activities that may be involved in developing plans, reports, or actions to remediate an environmentally hazardous site;

* Design of fixturing devices for manufacturing machinery that must be performed by a licensed professional engineer or under the responsible charge and direct supervision of a professional engineer unless performed within the industrial exemption by a full-time employee of a corporation that constructs the fixtures.

2. Activities that the board will construe as the practice of engineering for which the board may by order impose a civil penalty upon a person who is not licensed as a professional engineer are set out in Iowa Code section 542B.27.

"Practice of land surveying" means the same as defined in Iowa Code section 542B.2(10) and also includes activities that the board will construe as the practice of



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land surveying and for which the board may by order impose a civil penalty upon a person who is not licensed as a professional land surveyor as set out in Iowa Code section 542B.27.

"Professional engineer" means the same as defined in Iowa Code section 542B.2(11).

Rule 193C-1.5 - Licensed professional engineers and building construction

(1)Purpose. This rule is intended to provide guidance to licensed professional engineers, other design professionals, unlicensed persons engaged in various aspects of building construction, building officials, owners, and others on when the services of a licensed professional engineer are required or not in connection with new building construction and alterations to existing structures.

(2)General guidelines. Given the wide range of buildings covered by this rule and the unique issues that may arise with respect to specific buildings, it is not possible to establish definitive criteria that will universally resolve when building construction or alterations will or will not implicate the practice of professional engineering, as defined in Iowa Code sections 542B.2(8) and 542B.27(1). For example, while the construction of a single-family residence would not generally necessitate the services of a licensed professional engineer, unique or unconventional features of a particular site or design may necessitate complex structural calculations or other services that fall within the definition of professional engineering. As a result, this rule should be interpreted as providing only general guidelines on when a licensed professional engineer is necessary.

(3)Applicability. The board will consider the guidelines provided in this rule when enforcing Iowa Code chapter 542B, including when determining whether an unlicensed person has engaged in the practice of professional engineering. This rule is not intended to constrain building officials or other public officials in their enforcement of other laws, rules, regulations or ordinances. A building code official, for example, may require that certain documents be prepared by a licensed professional engineer or that certain construction inspections be performed by a licensed professional engineer whether or not the guidelines in this rule would so require. This rule only addresses the practice of professional engineering and does not address the practice of architecture. Similar guidelines with respect to the practice of architecture may be found at 193B-Chapter 5.



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(4)Definitions. The definitions set forth in rule 193B-5.1 (544A) apply to this rule.

(5)Guidelines for new construction. The following matrix describes by building type and use when the services of a licensed professional engineer are required in connection with new building construction:

BUILDINGS NEW CONSTRUCTION			
Building Use Type	Description	Engineer Required	Engineer May Not Be Required
Agricultural Use	Facilities for private use only and individually owned and operated facilities including grain elevators and feed mills		X
	Corporate-owned facilities or publicly owned facilities including grain elevators and feed mills	X	
Churches and accessory buildings whether attached or separate	One or two stories in height, up to a maximum of 2,000 square feet in gross floor area		X
	Any number of stories in height, greater than 2,000 square feet in gross floor area	X	
	More than two stories in height	X	
Commercial Use	One story in height, up to a maximum of 10,000 square feet in gross floor area		X
	One story in height, greater than 10,000 square feet in gross floor area	X	
	Two stories in height, up to a maximum of 6,000 square feet in gross floor area		X
	Two stories in height, greater than 6,000 square feet in gross floor area	X	
	More than two stories in height	X	
Detached Residential Use	One, two or three stories in height, containing 12 or fewer family dwelling units		X
	More than 12 family dwelling units	X	
	More than three stories in height	X	



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	Outbuildings in connection with detached residential buildings		X
Educational Use		X	
Governmental Use	When the occupancy is of another building use type listed herein, those provisions shall apply	X	
Industrial Use		X	
Institutional Use		X	
Light Industrial Use			X
Places of assembly		X	
Warehouse Use	One story in height, up to a maximum of 10,000 square feet in gross floor area		X
	One story in height, greater than 10,000 square feet in gross floor area	X	
	More than one story in height	X	
Factory-Built Buildings	One or two stories in height, up to a maximum of 20,000 square feet in gross floor area		X
	One or two stories in height, greater than 20,000 square feet in gross floor area	X	
	More than two stories in height	X	
	More than 20,000 square feet in gross floor area	X	

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(6) *Guidelines for alterations to existing buildings.* The following matrix describes by alteration type when the services of a licensed professional engineer are required in connection with alterations to existing buildings:



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ALTERATIONS TO EXISTING BUILDINGS				
Alteration Type	Description		Engineer Required	Engineer May Not Be Required
Structural alterations to exempt buildings under Iowa Code section 544A.18	Modifications that change the structural members, means of egress, handicap accessible path, fire resistivity or other life safety concerns			X
Structural alterations to buildings that are not exempt	Modifications that change the structural members, means of egress, handicap accessible path, fire resistivity or other life safety concerns		X	
Nonstructural alteration	That does not modify means of egress, handicap accessible path, fire resistivity or other life safety concerns			X
	That maintains the previous type of use			X
Nonstructural alteration that changes the use of the building from any other use to:	A place of assembly of people or public gathering		X	
	Governmental use		X	
	Educational use		X	
	Hazardous use		X	
	A place of residence exempted	and is one, two or three stories in height and contains not more than 12 family dwelling units		X
	A place of residence not exempted otherwise	and is more than three stories in height	X	
and containing more than 12 family dwelling units		X		
Nonstructural alterations that	Commercial or office use	and is one story in height and not greater		X



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change the use of the building from industrial or warehouse to:		than a maximum of 10,000 square feet in gross floor area		
		and is one story in height and greater than 10,000 square feet in gross floor area	X	
		and is two stories in height and not greater than a maximum of 6,000 square feet in gross floor area		X
		and is two stories in height and greater than 6,000 square feet in gross floor area	X	
		and is more than two stories in height	X	
		and is greater than 10,000 square feet of gross floor area	X	
Nonstructural alterations to:	Agricultural Use	Including grain elevators and feed mills		X
	Churches and Accessory Building Uses	One or two stories in height, up to a maximum of 2,000 square feet in gross floor area		X
		Any number of stories in height, greater than 2,000 square feet in gross floor area	X	
		More than two stories in height	X	



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Nonstructural alterations to:	Commercial Use	One story in height, up to a maximum of 10,000 square feet in gross floor area		X
		One story in height, greater than 10,000 square feet in gross floor area	X	
		Two stories in height, up to a maximum of 6,000 square feet in gross floor area		X
		Two stories in height, greater than 6,000 square feet in gross floor area	X	
		More than two stories in height	X	
	Detached Residential Buildings	One, two or three stories in height, containing 12 or fewer family dwelling units		X
		More than 12 family dwelling units	X	
		More than three stories in height	X	
		Outbuildings in connection with detached residential buildings		X
	Educational Use		X	
	Governmental Use	When the occupancy is of another building use type listed herein, those provisions shall apply	X	



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Nonstructural alterations to:	Industrial Use		X		
	Institutional Use		X		
	Light Industrial Use			X	
	Places of Assembly		X		
	Warehouse Use	One story in height, up to a maximum of 10,000 square feet in gross floor area			X
		One story in height, greater than 10,000 square feet in gross floor area		X	
More than one story in height			X		
Factory-Built Buildings	One or two stories in height, up to a maximum of 20,000 square feet of gross floor area			X	
	One or two stories in height, greater than 20,000 square feet in gross floor area		X		
	More than two stories in height		X		
	More than 20,000 square feet in gross floor area		X		



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(7) Architectural exceptions do not apply. The statutory exemptions in Iowa Code section 544A.18 do not apply to the practice of engineering. The construction of a building that falls within an exception in Iowa Code section 544A.18 may necessitate the services of an engineer if, for example:

- a. There are structural elements that do not fall within building code definitions of conventional light frame construction,
- b. The use of certain structural materials, members or components requires special inspections by engineers, or
- c. HVAC, plumbing or electrical systems exceed certain building code standards.

However, the matrix guidelines in this rule are generally compatible with the exceptions in Iowa Code section 544A.18 because the construction of buildings that fall outside the exceptions in Iowa Code section 544A.18 generally does implicate the practice of professional engineering in such disciplines as structural, electrical or mechanical engineering.

These rules are intended to implement Iowa Code sections 17A.9A, 542B.2, and 542B.3.

213'bgf



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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. A typical project has multiple engineers in responsible charge, one for each design discipline (civil, structural, mechanical, electrical, etc.). The term “responsible charge” can also refer to a licensed engineer responsible for an area of services within an engineering firm.

Iowa Code 542B

Section 542B.2 - Terms defined

As used in the chapter, unless the context otherwise requires:

...

6."In responsible charge" means having direct control of and personal supervision over any land surveying work or work involving the practice of engineering. One or more persons, jointly or severally, may be in responsible charge.

Section 542B.16 - Seal - certification of responsibility

...

4. A licensee shall not place the licensee's signature or seal on any engineering document or land surveying document unless the licensee was in responsible charge of the work, except that the licensee may do so if the licensee contributed to the work and the licensee in responsible charge has signed and certified the work.

IAC 193C

Rule 193C-8.5 - Engineering and land surveying services^{213-bqf} offered by business entities

(1)Purpose of rule. The purpose of this rule is to protect the public from misleading or deceptive advertising by business entities that hold themselves out to the public as providing professional engineering or professional land surveying services and to guard against the unlicensed practice of professional engineering or professional land surveying by persons who are not properly licensed to perform such services in the state of Iowa. This rule shall not be construed as restricting truthful advertising by business entities that appropriately place professional engineers or professional



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land surveyors in **responsible charge** of the professional services offered to and performed for the public.

(2)Definitions. For purposes of this rule, the following definitions apply:

"In **responsible charge**" means the same as defined in Iowa Code section 542B.2(6). Indications of being in **responsible charge** include:

1. Obtaining or setting the project or service parameters or criteria.
2. Dictating the manner and methods by which professional services are performed.
3. Establishing procedures for quality control and authority over professional services in a manner that ensures that the professional licensee is in control of the work and of all individuals performing the work under the licensee's supervision.
4. Spending sufficient time directly performing the work or directly supervising the work to ensure that the licensee is familiar with all significant details of the work.
5. Maintaining familiarity with the capabilities and methods of the persons performing professional services, and providing adequate training for all persons working under the licensee's direct supervision.
6. Sustaining readily accessible contact with all persons performing professional services by direct physical proximity, or as appropriate in the licensee's professional judgment, by frequent communication, in clear and complete verbal and visual form, of information about the work being performed.

...

(3)General rule. Business entities offering professional services to the public must be owned, managed, or appropriately staffed by one or more professional engineers or professional land surveyors, as applicable, who are in **responsible charge** of all professional services offered and performed.

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NSPE

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**.

213794



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Areas of Practice

An engineers area of practice (a.k.a. area of competency or discipline) is typically identified through NCEES examination and initial registration. There are no engineering branches identified on seals.

Professional engineers should only undertake assignments when qualified by education or experience in the technical fields involved.

IAC 193C

Rule 193C-8.2 - Code of professional conduct

...

(2)Competency for assignments. Licensees may perform engineering or land surveying assignments only when qualified by education or experience in the specific technical field of professional engineering or professional land surveying involved. Licensees shall engage experts or advise that experts and specialists be engaged whenever the client's or employer's interests are best served by such service.

Licensees may accept an assignment on a project requiring education or experience outside their field of competence, but only to the extent that their services are restricted to those phases of the project in which they are qualified.

213'694



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Professional Conduct

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

Iowa Code 542B

Section 542B.21 - Suspension, revocation, or reprimand

The board shall have the power by a five-sevenths vote of the entire board to suspend for a period not exceeding two years, or to revoke the certificate of licensure of, or to reprimand any licensee who is found guilty of the following acts or offenses:

1. Fraud in procuring a certificate of licensure.
2. Professional incompetency.
3. Knowingly making misleading, deceptive, untrue, or fraudulent representations in the practice of the licensee's profession or engaging in unethical conduct or practice harmful to the public. Proof of actual injury need not be established.
4. Habitual intoxication or addiction to the use of drugs.
5. Conviction of a felony under the laws of the United States, of any state or possession of the United States, or of any other country. A copy of the record of conviction or plea of guilty is conclusive evidence.
6. Revocation or suspension of licensure to engage in the practice of engineering or land surveying, or other disciplinary action by the licensing authority of another state, territory, or country. A certified copy of the record or order of suspension, revocation, or other disciplinary action is prima facie evidence of such fact.
7. Fraud in representations as to skill or ability.
8. Use of untruthful or improbable statements in advertisements.
9. Willful or repeated violations of the provisions of this Act.*_{2137bqt}

Section 542B.25 - Violations

Any person who violates such permanent injunction or presents or attempts to file as the person's own the certificate of licensure of another, or who shall give false or forged evidence of any kind to the board, or to any member thereof, in obtaining a certificate of licensure, or who shall falsely impersonate another practitioner of like or different name, or who shall use or attempt to use a revoked certificate of licensure, shall be deemed guilty of a fraudulent practice.



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Section 542B.26 - Applicability of chapter

1. a. This chapter shall not apply to any full-time employee of any corporation while doing work for that corporation, except in the case of corporations offering their services to the public as professional engineers or professional land surveyors.
 - b. Corporations engaged in designing buildings or works for public or private interests not their own shall be deemed to be engaged in the practice of engineering within the meaning of this chapter. With respect to such corporations all principal designing or constructing engineers shall hold certificates of licensure issued under this chapter. This chapter shall not apply to corporations engaged solely in constructing buildings and works.
-
2. This chapter shall not apply to any professional engineer or professional land surveyor working for the United States government, nor to any professional engineer or professional land surveyor employed as an assistant to a professional engineer or professional land surveyor licensed under this chapter if such assistant is not placed in responsible charge of any work involving the practice of engineering or land surveying work, nor to the operation or maintenance of power and mechanical plants or systems.

Section 542B.27 - Civil penalty

1. In addition to any other penalties provided for in this chapter, the board may by order impose a civil penalty upon a person who is not licensed under this chapter as a professional engineer or a professional land surveyor and who does any of the following:
 - a. Engages in or offers to engage in the practice of professional engineering or professional land surveying.
 - b. Uses or employs the words "professional engineer" or "professional land surveyor", or implies authorization to provide or offer professional engineering or professional land surveying services, or otherwise uses or advertises any title, word, figure, sign, card, advertisement, or other symbol or description tending to convey the impression that the person is a professional engineer or professional land surveyor or is engaged in the practice of professional engineering or professional land surveying.
 - c. Presents or attempts to use the certificate of licensure or the seal of a professional engineer or professional land surveyor.
 - d. Gives false or forged evidence of any kind to the board or any member of the board in obtaining or attempting to obtain a certificate of licensure.



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- e. Falsely impersonates any licensed professional engineer or professional land surveyor.
- f. Uses or attempts to use an expired, suspended, revoked, or nonexistent certificate of licensure.
- g. Knowingly aids or abets an unlicensed person who engages in any activity identified in this subsection.

IAC 193C

Rule 193C-8.1 - General statement

In order to establish and maintain a high standard of integrity, skills and practice in the professions of engineering and land surveying, and to safeguard the life, health, property and welfare of the public, the following code of professional conduct is binding upon every person holding a certificate of licensure as a professional engineer or professional land surveyor in this state. The code of professional conduct is an exercise of the police power vested in the board by the Acts of the legislature.

Rule 193C-8.2 - Code of professional conduct

All persons licensed under Iowa Code chapter 542B are charged with having knowledge of the existence of this code of professional conduct and are expected to be familiar with its provisions, to understand them, and to abide by them. Such knowledge includes the understanding that the practices of engineering and land surveying are a privilege, as opposed to a right, and the licensee shall be forthright and candid in statements or written response to the board or its representatives on matters pertaining to professional conduct.

(1) Responsibility to the public. Licensees will conduct their professional practices in a manner that will protect life, health and property and enhance the public welfare. If their professional judgment is overruled under circumstances where safety, health and welfare of the public are endangered, they shall inform their employer or client of the possible consequences, notify such other proper authority as may be appropriate, and withdraw from further services on the project.

Licensees may neither approve nor certify engineering or land surveying documents that may be harmful to the public health and welfare and that are not in conformity with accepted engineering or land surveying standards.



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(2)Competency for assignments. Licensees may perform engineering or land surveying assignments only when qualified by education or experience in the specific technical field of professional engineering or professional land surveying involved. Licensees shall engage experts or advise that experts and specialists be engaged whenever the client's or employer's interests are best served by such service.

Licensees may accept an assignment on a project requiring education or experience outside their field of competence, but only to the extent that their services are restricted to those phases of the project in which they are qualified.

(3)Truth in reports and testimony. Licensees, when serving as expert or technical witnesses before any court, commission, or other tribunal, may express an opinion only when it is founded upon adequate knowledge of the facts in issue, upon a background of technical competence in the subject matter, and upon honest conviction of the accuracy and propriety of their testimony. Under these circumstances, the licensee must disclose inadequate knowledge.

Licensees shall be objective and truthful in all professional reports, statements or testimony. All relevant and pertinent information shall be included in such reports, statements or testimony. Licensees shall avoid the use of statements containing a material misrepresentation of fact or omitting a material fact.

(4)Conflict of interest. Licensees shall:

a. Not issue statements, criticisms or arguments on engineering or land surveying matters connected with public policy that are influenced or paid for by an interested party, or parties, unless they have prefaced their comments by explicitly identifying themselves, by disclosing the identities of the party or parties on whose behalf they are speaking, and by revealing the existence of any pecuniary interest.

b. Avoid all known conflicts of interest with their employers or clients and, when unforeseen conflicts arise, shall promptly inform their employers or clients of any business association, interest, or circumstances that could influence judgment or the quality of services.

c. Not accept compensation, financial or otherwise, from more than one party for services on the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.



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d. Act in professional matters for each employer or client as faithful agents or trustees and maintain full confidentiality on all matters in which the welfare of the public is not endangered.

(5) Ethics. Licensees shall conduct their business and professional practices of engineering and land surveying in an ethical manner. In addition to the provisions of this chapter, the board will consider, although not necessarily be bound by, the ethical standards that address public protection issues adopted by a recognized state or national engineering or land surveying organization, such as the National Society of Professional Engineers or the National Society of Professional Surveyors.

(6) Unethical or illegal conduct.

a. Business practices. Licensees shall not:

(1) Pay or offer to pay, either directly or indirectly, any commission, percentage, brokerage fee, political contribution, gift, or other consideration to secure work, except to a bona fide employee or bona fide, established commercial or marketing agency retained by them or to secure positions through employment agencies.

(2) Engage in any discriminatory practice prohibited by law and shall, in the conduct of their business, employ personnel upon the basis of merit.

(3) Solicit or accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with their clients or employers in connection with work for which they are responsible.

(4) Solicit or accept an engineering or land surveying contract from a governmental body when a principal or officer of the licensee's organization serves as an elected, appointed, voting or nonvoting member of the same governmental body that is letting the contract. For purposes of this subparagraph, "governmental body" means a board, council, commission, or similar multimembered body. A licensee would not violate this provision, however, if the principal or officer of the licensee's organization who serves as a member of the governmental body plays no role in the solicitation or acceptance of the contract, and the contract would be legally permissible under applicable Iowa law, including but not limited to Iowa Code sections 68B.3, 279.7A, 331.342, and 362.5.



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(5) Associate with, or permit the use of their names or firms in a business venture by, any person or firm that they know, or have reason to believe, is engaging in business or professional practice of a fraudulent or dishonest nature.

(6) Misrepresent pertinent facts concerning employers, employees, associates, firms, joint ventures, or past accomplishments in brochures or other presentations incident to the solicitation of employment.

b. Individual professional conduct. Licensees shall not:

(1) Use association with nonengineers, corporations or partnerships as "cloaks" for unethical acts.

(2) Violate any local, state or federal criminal law in the conduct of professional practice.

(3) Violate licensure laws of any state or territory.

(4) Affix their signatures or seals to any plans, plats or documents dealing with subject matter in which those licensees lack competence, nor to any plan, plat or document not prepared under their direct personal direction and control.

(5) Falsify their qualifications or permit misrepresentation of their or their associates' qualifications. They shall not misrepresent or exaggerate their responsibility in or for the subject matter of prior assignments.

c. Real property inspection reports. Licensees shall not:

(1) Represent themselves as licensed professional land surveyors or professional engineers on real property inspection reports (e.g., mortgage surveys).

(2) Place their firm names, logos, or title blocks on real property inspection reports (e.g., mortgage surveys).

Rule 193C-8.3 - Reporting of acts or omissions

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Licensees shall report acts or omissions by a licensee that constitute negligence or carelessness. For the purposes of these rules, "negligence or carelessness" means demonstrating unreasonable lack of skill in the performance of engineering or land surveying services by failure of a licensee to maintain a reasonable standard of care in the licensee's practice of engineering or land surveying. In the evaluation of reported acts or omissions, the board determines if the engineer or land surveyor has applied learning, skill and ability in a manner consistent with the standards of the professions ordinarily possessed and practiced in the same profession at the same time. Standards referred to in the immediately preceding sentence shall include any



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minimum standards adopted by this board and any standards adopted by recognized national or state engineering or land surveying organizations.

Rule 193C-8.4 - Standards of integrity

Licensees shall:

1. Answer all questions of a duly constituted investigative body of the state of Iowa concerning alleged violations by another person or firm.
2. Admit and accept their own errors and not distort or alter the facts to justify their own decisions when proven wrong.
3. Present information to the engineering and land surveying examining board in writing and cooperate with the board in furnishing further information or assistance required by the board, if a licensee knows or has reason to believe that another person or firm may be in violation of Iowa law or rules regarding ethics or conduct of professional engineering or professional land surveying practice.
4. Licensees cannot assist in the application of an individual they know is unqualified for licensure by reason of education, experience or character.

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Sign and Seal Requirements

Engineering seal and signature requirements are found in Iowa Code 542B.16 and IAC 193C-6.1. Here are highlights that may differ from requirements in other states:

- A professional certification block (shown below) is required
- Seal is placed on the left side of the block
- Seal outer diameter is not specified
- Signature and date must be handwritten/original in contrasting ink color
- Name, license number, renewal and page list can be printed or stamped
- For multipage documents, it is acceptable to only apply the certification block to the cover or index page
- There should be a certification box for each engineer in responsible charge
- Photocopies, scans, and printouts of sealed documents are allowed, however only the original signed “official copies” are to be submitted to clients and public agencies for permit reviews
- Acceptable forms of signatures:
 - Original (hand) sign and seal (wet stamp, electronic image, or embossed)
 - Electronic/digital signature requirements:
 - Use digital seal image on left of block
 - Must be capable of verifying the signature is that of the licensee
 - Must detect or prevent changes after digital signing
 - Must comply with the requirements of the Iowa Uniform Electronic Transactions Act (Iowa Code 554D)
 - Adobe, Bluebeam, & DocuSign e-signatures appear acceptable

	<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.</p> <p style="text-align: center;"> John M. Doe Feb 29, 2025 <small>213 bgt</small> </p> <hr/> <p style="text-align: center;">(signature) (date)</p> <p>Printed or typed name John M. Doe</p> <p>License number <u> P12345 </u></p> <p>My license renewal date is December 31, <u> 2026 </u>.</p> <p>Pages or sheets covered by this seal: ALL</p> <hr/> <hr/> <hr/>
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Laws and Rules

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

Iowa Code 542B

Section 542B.16 - Seal - certification of responsibility

1. Each licensee, upon licensure, shall obtain a seal of a design approved by the board, bearing the licensee's name, Iowa license number, and the words "professional engineer" or "professional land surveyor" or both, as the case may be. A legible rubber stamp or other facsimile of the seal may be used and shall have the same effect as the use of the actual seal.

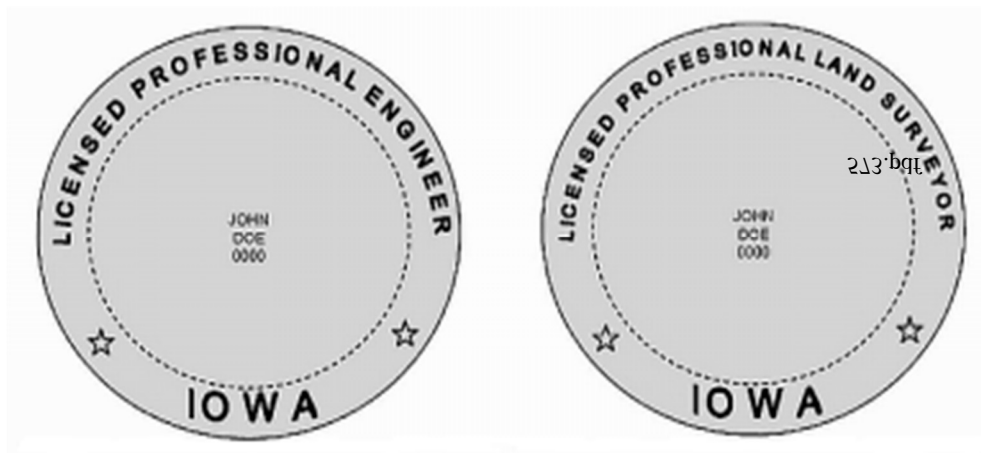
2. All engineering documents and land surveying documents shall be dated and shall contain all of the following:

- a. The signature of the licensee in responsible charge.
- b. A certification that the work was done by the licensee or under the licensee's direct personal supervision.
- c. The Iowa legible seal of the licensee.

IAC 193C

Rule 193C-6.1 - Seal and certificate of responsibility

(1) The seal, under Iowa Code section 542B.16, should substantially conform to the samples shown below:





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(2) The word "licensed" may be added but is not required on the seal. Neither the word "registrant" nor "registered" may be used on the seal.

(3) The certification block, under Iowa Code section 542B.16(2), on engineering or land surveying documents submitted to a client or any public agency, hereinafter referred to as the official copy (or official copies), appears on the first page or attached cover sheet. A certification block should be provided for the licensee in responsible charge and for each professional consultant contributing to the submission. In lieu of each contributing professional consultant providing a certification block on the front page or attached cover sheet for application of a seal, a table shall be provided that identifies the contributing professionals and where their respective certification blocks can be found within the document. The seal and original signature only need to be applied to a final submission. Each official copy (or official copies) of a submission shall be stapled, bound or otherwise attached together so as to clearly establish the complete extent of the submission. Each certification block shall display the seal of the licensee and designate the portion of the submission for which that licensee is responsible, so that responsibility for the entire submission is clearly established by the combination of the stated seal responsibilities. Any nonfinal submission of an engineering or land surveying document to a client or public agency shall be clearly labeled "preliminary" or "draft." The engineering certification block shall conform to the wording in the sample shown below:

SEAL	I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

	(signature) (date)
	Printed or typed name
	License number _____
	My license renewal date is December 31, _____.
	Pages or sheets covered by this seal: _____ _____ _____



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...

(4) Except for the original signature and handwritten date in contrasting ink color, the information requested in each certification block must be typed or legibly printed in permanent ink on each official copy. The seal implies responsibility for the entire submission unless the area of responsibility is clearly identified in the information accompanying the seal.

(5) It is the responsibility of the licensee to forward copies of all revisions to the submission, which then become a part of the official copy of the submission. Such revisions shall be identified as applicable on a certification block or blocks with professional seals applied so as to clearly establish professional responsibility for the revisions.

(6) The licensee is responsible for the custody and proper use of the seal. Improper use of the seal is grounds for disciplinary action.

(7) Computer-generated seals may be used on final original documents.

(8) Secure electronic signature. An electronic signature as defined in or governed by Iowa Code chapter 554D meets the signature requirements of this rule if it is protected by a security procedure, as defined in Iowa Code section 554D.103(14), such as digital signature technology. It is the licensee's responsibility to ensure, prior to affixing an electronic signature to an engineering or land surveying document, that security procedures are adequate to (1) verify the signature is that of a specific person and (2) detect any changes that may be made or attempted after the signature of the specific person is affixed.

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This rule is intended to implement Iowa Code sections 542B.13, 542B.15, 542B.20 and 542B.30.



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Iowa Code 554D

Section 554D.103 - Definitions

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14. "Security procedure" means a procedure employed for the purpose of verifying that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. "Security procedure" includes a procedure that requires the use of algorithms or other codes, identifying words or numbers, encryption, or callback or other acknowledgment procedures, and includes digital signature technology.

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Continuing Education

Per IAC 193C-7, the following continuing professional competency is required every 2-year renewal period, where PDH is a professional development hour:

- 30 PDH in total
- Of those, minimum 2 PDH covering the subject of Ethics
- The Board does NOT pre-approve providers or specific courses
- Course content:
 - Maintain, improve, or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge
- Group 1 limits:
 - Max 10 PDH in Mathematics and Basic Science
 - Max 10 PDH in Engineering Science and Computer Science
 - Max 5 PDH in Humanities and Social Sciences including ethics
 - Max 10 PDH in Engineering Related Courses such as accounting, economics, English, speech, computer applications and software
- Group 2 activities have no limits:
 - Postgraduate level engineering science or design
 - New technology
 - Environmental regulation
 - Courses in management of engineering
- Independent study: maximum 10 PDH (including online courses)
- Retain PDH records for minimum 2 years
- Maximum 15 PDH carried over to next renewal period
- Renewal date: December 31 of odd or even years depending on year of initial licensure

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Laws and Rules

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

IAC 193C

Rule 193C-3.4 - Renewal applications

(1)Expiration dates. Certificates of licensure expire biennially on December 31. Certificates that were initially issued in even-numbered years expire in odd-numbered years and certificates that were initially issued in odd-numbered years expire in even-numbered years. In order to maintain authorization to practice



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engineering or land surveying in Iowa, licensees must renew their certificates of licensure on or prior to the expiration date. A licensee who fails to renew prior to the date the certificate expires is not authorized to practice in Iowa unless the certificate is reinstated as provided in these rules. However, the board will accept an otherwise sufficient renewal application that is untimely if the board receives the application and late fee within 30 days of the date of expiration.

(2)Renewal notification. The board typically mails a renewal notification to a licensee's last-known address at least one month prior to the license expiration date. Neither the board's failure to mail a renewal notification nor the licensee's failure to receive a renewal notification affects in any way the licensee's duty to timely renew if the licensee intends to continue practicing in Iowa. Licensees need to contact the board office if they do not receive a renewal notification prior to the expiration date.

(3)Renewal process. Upon receipt of a timely and sufficient renewal application, with the proper fee, the board's executive secretary will issue a new license reflecting the next expiration date, unless grounds exist for denial of the application.

(4)Notification of expiration. The board will notify licensees whose certificates of licensure have expired. The failure of the board to provide this courtesy notification, or the failure of the licensee to receive the courtesy notification, does not extend the date of expiration.

(5)Sanction for practicing after license expiration. A licensee who continues to practice in Iowa after the license has expired is subject to disciplinary action. Such unauthorized activity may also provide grounds to deny a licensee's application to reinstate.

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(6)Timely and sufficient renewal application. Within the meaning of Iowa Code section 17A.18(2), a timely and sufficient renewal application shall be:

- a. Received by the board through the online renewal process;
- b. Fully completed; and
- c. Accompanied by the proper fee. The fee is deemed improper if, for instance, the amount is incorrect, the fee was not included with the application, the credit card number provided by the applicant is incorrect, the date of expiration of a credit card is left off the application or is incorrect, the attempted credit card transaction is rejected, or the applicant's check is returned for insufficient funds.



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(7) Responsibility for accuracy of renewal application. The licensee is responsible for verifying the accuracy of the information submitted on the renewal application regardless of how the application is submitted or by whom it is submitted.

(8) Denial of renewal application. If the board, upon receipt of a timely, complete and sufficient application to renew a certificate of licensure, accompanied by the proper fee, denies the application, the executive secretary will send written notice to the applicant by restricted, certified mail, return receipt requested, identifying the basis for denial. The applicant may contest the board's decision as provided in rule 193-7.40 (546,272C).

(9) Continuing education. A licensee who does not satisfy the continuing education requirements for licensure renewal will be denied renewal of licensure in accordance with subrule 3.4(8).

Rule 193C-7.1 - General statement

Completion of continuing education for professional development is a condition of licensure renewal for each licensee.

Rule 193C-7.2 - Definitions

As used in these rules, the following definitions apply:

"College or unit semester or quarter hour" means the unit of credit given for advanced technical and graduate courses from universities with programs accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. or other related college course qualified in accordance with this chapter.

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"Continuing education" means education obtained by a licensee in order to maintain, improve, or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge.

"Continuing education unit (CEU)" means the unit of credit customarily granted for continuing education courses. One continuing education unit is given for ten hours of class in an approved continuing education course.



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"Course or activity" means any qualifying course or activity with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice.

"Independent study" means any course or activity in which there is no real-time interaction between the training provider and the licensee, such as courses offered on the Internet.

"Professional development hour" or "PDH" means a contact hour of instruction or presentation and is the common denominator for other units of credit.

Rule 193C-7.3 - Professional development hours

(1) Allowable activities. Licensees may earn professional development hours by participating in a variety of activities. The following is a list of allowable activities and is not all-inclusive:

- a. Successful completion of college courses;
- b. Successful completion of continuing education courses;
- c. Successful completion of correspondence, televised, videotaped, and other short courses or tutorials;
- d. Successful completion of courses online via the Internet;
- e. Active participation in seminars, in-house courses, workshops, technical committees of professional engineering organizations, and professional conventions;
- f. Teaching or instructing in the activities set forth above if such teaching or instruction is outside of the licensee's regular employment duties and if the licensee can document that such teaching activity or instruction was newly developed and presented for the first time;
- g. Authoring published papers, articles or books;
- h. Obtaining patents;
- i. Attendance at online video courses;
- j. Participation on an NCEES examination development committee;
- k. Attendance at engineering college graduate research seminars.

All of the allowable activities listed above must adhere to this chapter to be accepted by the board.

(2) PDH conversion. The following chart illustrates the conversion from other units to PDH:



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ACTIVITY	PDH
1 College or unit semester hour. Credit for qualifying college or community college courses will be based upon course credit established by the college.	45 PDH per semester hour
1 College or unit quarter hour. Credit for qualifying college or community college courses will be based upon course credit established by the college.	30 PDH per quarter hour
1 Continuing education unit as defined in rule 193C—7.2(542B,272C).	10 PDH
1 Contact hour attendance in a class, course, seminar, or professional or technical presentation made at a meeting, in-house training session, convention or conference. Credit for qualifying seminars and workshops will be based on 1 PDH unit for each hour of attendance. Attendance at qualifying programs presented at professional or technical society meetings will earn PDH units for the actual time of each program, excluding time for breaks and meals.	1 PDH per hour
1 Contact hour teaching a class, course, seminar, or a professional or technical presentation. a. Teaching credit is valid for teaching a course or seminar for the first time only. b. Teaching credit does not apply to full-time faculty. c. Teaching credit is limited to 10 PDH per biennial renewal period.	2 PDH per hour
Each published paper, article, or book. Credit for published material is earned in the biennium of publication.	10 PDH per publication
Active participation in a professional or technical society. Credit for active participation in professional and technical societies is limited to 2 PDH per renewal period per organization and requires that a licensee serve as an officer or actively participate in a committee of the organization. PDH credits are earned for a minimum of one year's service.	2 PDH per organization per renewal period
Each patent. Credit for patents is earned in the biennium the patent is issued.	10 PDH per patent
Participation on an NCEES examination development committee or Iowa State Specific Land Surveying examination development committee, including the writing and grading of examination questions, writing reference materials for examinations, and evaluating past examination question performance. Licensees may claim a maximum of 30 PDH per biennial renewal period for participation in this activity.	2 PDH per hour of committee participation

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(3)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. No preapproval of offerings will be issued. The board may deny any renewal or reinstatement upon a determination of insufficient or unsatisfactory continuing education.

Rule 193C-7.4 - Professional development guidelines

Continuing education activities that satisfy the professional development criteria are those that relate to engineering or land surveying practice or management. It is



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recognized that an engineer's specialized skills must have as their foundation a fundamental knowledge of chemistry, physics, mathematics, graphics, computations, communication, and humanities and social sciences. However, continuing education in the fundamentals alone will not be sufficient to maintain, improve, or expand engineering skills and knowledge. For that reason, licensees will be limited in their use of fundamental courses in proportion to ABET criteria for accreditation of engineering curricula. Continuing education activities are classified as:

(1)Group 1 activities. Group 1 activities are intended to maintain, improve, or expand skills and knowledge obtained prior to initial licensure. The following chart illustrates the maximum PDH allowable per renewal period for Group 1 activities:

Type of course/activity	Number of PDH allowed per renewal period
Mathematics and basic sciences Math beyond Trigonometry Basic sciences: Chemistry, Physics, Life sciences, Earth sciences	10 PDH
Engineering sciences Mechanics, Thermodynamics, Electrical and electrical circuits, Materials science, *Computer science *Courses in computer science will generally be considered a part of the Engineering Sciences category in the ABET criterion and, therefore, limited to a maximum of 10 PDH per renewal period.	10 PDH
Humanities and social sciences Philosophy, Religion, History, Literature, Fine arts, Sociology, Psychology, Political science, Anthropology, Economics, Foreign languages, Professional ethics, Social responsibility	5 PDH
Engineering-related courses Accounting, Industrial management, Finance, Personnel administration, Engineering economy, English, Speech, *Computer applications *The computer is considered a tool available to engineers and land surveyors. Courses related to computer drafting and general computer applications are generally not applicable to either Group 1 or Group 2 activities. Computer courses that relate to engineering or land surveying design applications, such as structural design/analysis software, are considered acceptable.	10 PDH

(2)Group 2 activities. Group 2 activities are intended to develop new and relevant skills and knowledge. Credit for participation in activities in the group is unlimited, subject to maximum carryover. Typical areas include postgraduate level engineering science or design, new technology, environmental regulation and courses in



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management of engineering or land surveying activity (regular work duties do not qualify).

(3)Independent study. To be readily acceptable by the board, independent study as defined in rule 193C-7.2 (542B,272C) meets all of the following criteria:

- a. A written evaluation process is completed by the independent study provider; and
- b. A certificate of satisfactory completion is issued by the provider; and
- c. An evaluation assessment is issued to the licensee by the provider; and
- d. Documentation supporting such independent studies is maintained by the licensee and provided to the board as required by subrule 7.8(2).

A maximum of ten professional development hours of independent study activity will be allowed per biennium per licensee.

(4)Exclusions. Types of continuing education activities that will be excluded from allowable continuing education are those in which it is not evident that the activity relates directly to the licensee's practice of professional engineering or land surveying or the management of the business concerns of the licensee's practice, or that do not comply with the board's administrative rules. Examples of activities that do not qualify as continuing education include the following:

- a. Regular employment;
- b. Toastmasters club meetings;
- c. Service club meetings or activities;
- d. Personal estate planning;
- e. Banquet speeches unrelated to engineering;
- f. Professional society business meeting portions of technical seminars;
- g. Financial planning/investment seminars;
- h. Foreign travel not related to engineering study abroad;
- i. Personal self-improvement courses;
- j. Real estate licensing courses;
- k. Stress management;
- l. Trade shows;
- m. Peer review;
- n. Accreditation review;
- o. Independent study or self-study that does not meet the requirements of subrule 7.4(3);
- p. Basic CAD and fundamental computer application courses;
- q. Undergraduate engineering seminars.

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Rule 193C-7.5 - Biennial requirement

The biennial requirement may only be satisfied during the biennium prior to licensure renewal except for the carryover permitted.

(1) Completion of 30 professional development hours, including at least 2 professional development hours in the area of professional ethics, satisfies the continuing education necessary for biennial licensure renewal in engineering or land surveying. Completion of 40 professional development hours, including 20 professional development hours in engineering and 20 professional development hours in land surveying and at least 4 professional development hours in the area of professional ethics, satisfies the continuing education necessary for biennial licensure renewal for individuals actively licensed in both engineering and land surveying. Up to 15 professional development hours may be carried forward only into the next biennium. For individuals actively licensed in both engineering and land surveying, up to 10 professional development hours for each profession may be carried forward only into the next biennium.

(2) Inactive licensees are exempt from the continuing education requirements.

(3) A licensee who is active in one profession and inactive in another is obligated to meet the continuing education requirements for licensure in the profession in which active licensure is maintained.

(4) A new licensee is obligated to satisfy one-half of the biennial continuing education requirement at the first renewal following initial licensure. Professional engineers and professional land surveyors licensed by comity are not new licensees and are not eligible for the one-half continuing education requirement.

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Rule 193C-7.6 - Exemptions

(1) The continuing education requirements may be reduced in proportion to the following:

- a. Periods of time that the licensee serves honorably on active duty in the military services;
- b. Periods of time that the licensee is licensed in and a resident of another state or district having continuing education requirements for professional engineering or land surveying and meets all requirements of that state or district for practice therein;



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- c. Periods of time that the licensee is a government employee working as a professional engineer or professional land surveyor and assigned to duty outside the United States; or
- d. Documented periods of the licensee's active practice and absence from the United States that are approved by the board.

(2) No exemption will be granted without a written request from the licensee with documentation of the period of absence.

Rule 193C-7.7 - Hardships or extenuating circumstances

Upon a written request to the board, the board may, in individual cases involving hardship or extenuating circumstances, grant waivers of the continuing education requirements for a period of time not to exceed one year.

Rule 193C-7.8 - Reports, records, and compliance review

At the time of application for license renewal, each licensee reports, on a form provided by the board, the number of professional development hours achieved during the preceding biennium.

(1) Recordkeeping. Maintaining records to be used to support professional development hours claimed is the responsibility of the licensee. It is recommended that each licensee keep a log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned. The licensee is obligated to maintain documentation of reported PDHs for two years after the period for which the form was submitted.

(2) Compliance review. The board may select licensees for review of compliance with continuing education on a random basis or upon receiving information regarding noncompliance and will review compliance with continuing education for reinstatement of lapsed or inactive licenses. Each licensed board member is audited for PDH compliance for a biennium that is within each member's respective three-year appointment term. For each PDH claimed, licensees chosen for compliance review will furnish:

- a. Proof of attendance. Attendance verification records in the form of completion certificates, or other documents supporting evidence of attendance;
- b. Verification of the hours claimed; and
- c. Information about the course content.



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(3) Compliance review sanctions. Any discrepancy between the number of PDHs reported and the number of PDHs actually supported by documentation may result in a disciplinary review. If, after the disciplinary review, the board disallows any PDH, or the licensee has failed to complete the required PDHs, the licensee has 60 days from board notice to either provide further evidence of having completed the PDHs disallowed or remedy the discrepancy by completing the required number of PDHs (provided that such PDHs are not used again for the next renewal). Extension of time may be granted on an individual basis if requested by the licensee within 30 days of notification by the board. If the licensee fails to comply with the requirements of this subrule, the licensee may be subject to disciplinary action. If the board finds, after proper notice and hearing, that the licensee willfully disregarded these requirements or falsified documentation of required PDHs, the licensee may be subject to disciplinary action as further identified in 193C-paragraphs 9.3(1)"c" and 9.3(3)"e."

(4) Out-of-state residents. A person licensed to practice engineering or land surveying or both in Iowa shall be deemed to have complied with the continuing education requirement of this state during the periods that the person is a resident of another state or district that has a continuing education requirement for engineers or land surveyors and the individual meets all requirements of that state or district for practice therein. However, if selected for compliance review, such individuals must provide documentation as specified in subrule 7.8(2).

213'bgf



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Helpful References

Iowa Engineering and Land Surveying Examining Board

General website: <https://dial.iowa.gov/about-dial/boards-0/engineering-land-surveying>

License renewal & Address change: https://ia-plb.my.site.com/IPLB_login

Iowa Code 542B: <https://www.legis.iowa.gov/law/iowaCode/sections?codeChapter=542B&year=2024>

IAC 193C: <https://www.legis.iowa.gov/law/administrativeRules/chapters?agency=193C>

213'694