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Wyoming Laws and Rules for Engineers

by

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Course Outline:

Wyoming Statutes
Wyo. Statutes 33-29
Wyoming Administrative Rules
Rules of the Board
State Board
Practice of Professional Engineering
Responsible Charge
Engineering Disciplines
Professional Conduct and Ethics
Sign and Seal Requirements
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Helpful References
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Wyoming Statutes

State laws (called statutes) are enacted by the Wyoming 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 two-thirds majority vote in both the Senate and the House of Representatives for the bill to become law.



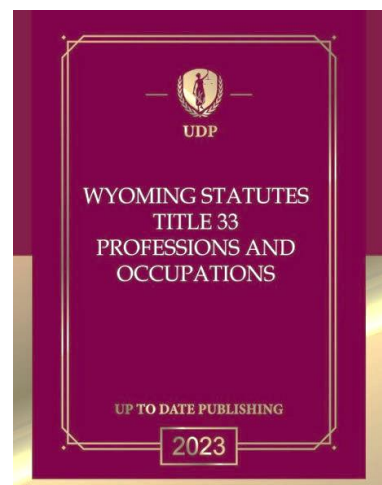
Passed bills from each legislative session are published in Session Laws, which are not yet integrated into existing laws and difficult to utilize. Next, the laws are added to the *Wyoming Statutes* in the appropriate locations with numbering, formatting, and removal of replaced or repealed statutes. Annotations are also added such as notes and references, with the resulting publication often called the *Wyoming Statutes Annotated*. Common citations include Wyo. Statutes, Wyo. Stat., Wyo. Stat. Ann., and W.S.

The Wyoming Statutes is divided into titles 1 to 99. Laws with relevance to engineering are in Title 33, Chapter 29 (cited as Wyo. Statutes 33-29). The organization is as follows:

Wyoming Statutes

- Title 33: Professions and Occupations
 - Chapter 29: Surveyors and 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 current as of October 2024.





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Wyo. Statutes 33-29

The law dedicated to the practice of engineering is Wyo. Statutes 33-29. It contains general requirements for engineers and surveyors. Wyo. Statutes 33-29 gives authority to the *Wyoming Board of Professional Engineers and Professional Land Surveyors* (Board) to enact the laws and manage licensing. The following is the contents of Wyo. Statutes 33-29, with **bold** sections being of particular importance for practicing professional engineers.

Wyo. Statutes 33-29: Surveyors and Engineers

Article 2 - GENERAL PROVISIONS

33-29-201 – Definitions

Article 3 - WYOMING BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

33-29-301 - Creation of board

33-29-302 - Qualifications of board members

33-29-303 - Compensation of board members

33-29-304 - Organization of board

33-29-305 - Powers of board

33-29-306 - Professional engineers and professional land surveyors account

33-29-307 - Immunity from personal liability

33-29-308 - Confidentiality of records

Article 4 - LICENSE REQUIREMENTS

33-29-401 - Professional license required

33-29-402 - Requirements for intern certificate

33-29-403 - Requirements for professional license

33-29-404 - Application for license

33-29-405 - Fees

33-29-406 - License on the basis of comity

Article 5 - LICENSE RENEWAL

33-29-501 - Renewal of licenses

33-29-502 - Continuity of current licenses



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Article 6 - PRACTICE OF PROFESSIONAL ENGINEERING AND PROFESSIONAL
LAND SURVEYING

33-29-601 - Professional seal

33-29-602 - Practice through business entities; registration

33-29-603 - Public works

33-29-604 - Exemptions and limitations

Article 7 - PROHIBITED ACTS AND DISCIPLINARY PROCEDURES

33-29-701 - Disciplinary powers of the board

33-29-702 - Grounds for disciplinary action

33-29-703 - Disciplinary proceedings

33-29-704 - Judicial review

33-29-705 - Reinstatement

33-29-706 - Court ordered suspension of license

33-29-707 - Civil penalties

33-29-708 - Criminal penalties

33-29-709 - Injunctions; enforcement of subpoenas

Article 8 - FILING AND RECORDING

33-29-801 - Maps, plats, plans and designs for filing or recording to be certified
by professional engineer or professional land surveyor; exception; size of maps

Article 9 - CORNER PERPETUATION AND FILING ACT

33-29-901 - Short title

33-29-902 - Definitions

33-29-903 - Completion of "corner file"

33-29-904 - Filing of corner reference

33-29-905 - Information to be included in corner file; form

33-29-906 - Preservation of map records; public inspection

33-29-907 - Reconstruction or rehabilitation of monument

33-29-908 - Signature on corner record required

33-29-909 - Previously existing corners

33-29-910 - Exemption from filing fees



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Wyoming Administrative Rules

State laws are often high-level and lack details required for implementation. The Wyoming 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 *Wyoming Administrative Code*, *Wyoming Administrative Rules*, or *Code of Wyoming Rules*, and can be cited as W.A.C., Wyo. Admin. R., or Wyo. Code R. The regulations are enforceable just like state statutes.



The Wyo. 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 037, Sub-Agency 0001, cited as 037-1 Wyo. Code R, and known as the “Rules of the Board” or “Board Rules and Regulations”.

The organization is as follows:

Wyo. Code R.

- Agency 037: Engineer, State
 - Subagency 0001: Engineers & Land Surveyors, Professional Licensing

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



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Rules of the Board

The following are the contents of 037-1 Wyo. Code R, called Rules of the Board in this course. Sections in **bold** are of particular importance for practicing professional engineers.

037-1 Wyo. Code R - Engineers & Land Surveyors, Professional Licensing

Chapter 1 - GENERAL PROVISIONS

- 1-1 - Authority
- 1-2 - Definitions**
- 1-3 - Regular Meeting
- 1-4 - Incorporation by Reference

Chapter 2 – FEES

- 2-1 - Application Fees
- 2-2 - Examination or Reexamination and Processing Fees
- 2-3 - Renewal Fees
- 2-4 - Miscellaneous Fees
- 2-5 - Late Fee
- 2-6 – Acceptable Payments

Chapter 3 - LICENSE AND APPLICATION REQUIREMENTS

- 3-1 - Engineer Intern Certificate
- 3-2 - Land Surveyor Intern Certificate
- 3-3 - Professional Engineer Licensure by Examination
- 3-4 - Professional Engineer Licensure for Applicants with a Doctoral Degree
- 3-5 - Professional Land Surveyor Licensure by Examination
- 3-6 - Professional Licensure on the Basis of Comity
- 3-7 - Application Requirements for Licensure by Examination or those with a Doctoral Degree
- 3-8 - Application Requirements for Intern Programs
- 3-9 - Examinations; General
- 3-10 - Admission to the Professional Examination; Out-of-state Applicants with Intern Status
- 3-11 - Engineering Branches Recognized**
- 3-12 - Military Education, Training, and Experience



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3-13 - Expedited License based on Comity for Military Spouses.

Chapter 4 - LICENSE RENEWAL AND CONTINUING PROFESSIONAL
COMPETENCY

4-1 - Renewal of License

4-2 - Continuing Education Requirements

4-3 - Retired Status

**4-4 - Comity/Out-of-Jurisdiction Resident Renewal and Satisfaction of CPC
Requirements**

4-5 - Failure to Timely Renew

4-6 - Reactivation

4-7 - Relicensure

4-8 - Reinstatement

Chapter 5 - PRACTICE OF PROFESSIONAL ENGINEERING AND PROFESSIONAL
LAND SURVEYING

5-1 - Seals

5-2 - Sizes

5-3 - Engineering Surveys

5-4 - Land Surveying Practices

5-5 - Practice through Business Entities

5-6 - Exemptions and limitations; Clarifications

5-7 - Rules of Professional Conduct

Chapter 6 - PROCEDURE FOR APPLICATION, LICENSURE AND DISCIPLINARY
MATTERS

6-1 - Application Review and Investigation Process

6-2 - Petition for Modification of Conditions or Restrictions

6-3 - Complaint Review and Investigation Process

6-4 - Summary Suspension

6-5 - Formal Proceedings for Disciplinary Action

6-6 - Petition

6-7 - Notice of Hearing

6-8 - Lawful Service

6-9 - Default

6-10 - Contested Case Hearing

6-11 - Burden and Standard of Proof



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6-12 - Board Decision and Order

6-13 - Judicial Review

Chapter 7 - CORNER PERPETUATION AND FILING ACT

7-1 - Preparation and Filing of Corner Records

Appendix A - CODE OF ETHICS FOR ENGINEERS

Appendix B - CODE OF ETHICS FOR LAND SURVEYORS



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State Board

The state agency for professional engineering is the *Wyoming Board of Professional Engineers and Professional Land Surveyors* (PEPLS Board), herein referred to as the Board.

The Board oversees over 5,500 professional engineers. The Board has the authority to manage and further regulate professional engineering. The Board can make modifications to 037-1 Wyo. Code R.



Board Website



The board website contains the following relevant topic pages:

- License Search
- License Renewal
- Complaints & Discipline
- Forms
- Rules and Regulations
- State Statutes
- Newsletters
- Board Minutes
- Policies & Guidance
- Building Officials Handbook
- FAQs
- Contact Us

<https://engineersandsurveyors.wyo.gov/home>



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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:

Wyo. Statutes 33-29

Section 33-29-201 - Definitions

(a) As used in this act:

- (i) "Board" means the Wyoming board of professional engineers and professional land surveyors;
- (ii) "Business entity" means a corporation, limited liability company, partnership, limited partnership, limited liability partnership or any other form of business except a sole proprietorship;
- (iii) "Engineer intern" means an individual who is certified by the board as an engineer intern;
- (iv) "Jurisdiction" means a licensing agency, including agencies outside of the United States;
- (v) "Land surveyor intern" means an individual who is certified by the board as a land surveyor intern;
- (vi) "Licensee" means a professional engineer or professional land surveyor licensed by the board;
- (vii) "Practice of professional engineering" means performing for others or offering to perform for others any "professional service" or "professional creative work" requiring engineering education, training and experience and special knowledge of mathematics, physics and engineering sciences. An individual performs "a professional service" or "professional creative work" in the practice of professional engineering if he:
 - (A) Represents himself to be a professional engineer by sign, advertisement, letterhead, card, verbal claim or any other manner;
 - (B) Quotes a fee for a professional engineering service;
 - (C) Executes a contract or agreement for a professional engineering service;
 - (D) Teaches upper division engineering design subjects as a professional engineer at a college or university;
 - (E) Performs research investigations as a professional engineer;
 - (F) Testifies as an expert in professional engineering; or



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(G) Holds himself out as able to perform or does perform, as a professional engineer, any similar service defined by board rule as the practice of professional engineering.

...

(ix) "Professional engineer" means an individual who, by reason of intensive preparation in the use of mathematics, physics and engineering sciences including the principles and methods of engineering analysis and design, is qualified to practice professional engineering and is licensed under this act;

...

(xi) "Responsible charge" means the exercise of direct control or the personal supervision of engineering work by a professional engineer or surveying work by a professional land surveyor;

(xii) "This act" means W.S. 33-29-201 through 33-29-801.

Section 33-29-401 - Professional license required

Except as provided in this act, no individual shall engage in the practice of professional engineering or professional land surveying unless the individual holds the appropriate license issued by the board.

Section 33-29-501 - Renewal of licenses

(a) The board shall provide for the biennial renewal of a license. The board may adopt a system under which licenses are renewed on a staggered basis.

(b) An individual whose license has expired shall not engage in activities that require a license until the license has been renewed or until a new license has been obtained.

(c) An individual whose license has been expired for less than two (2) years may renew the license by paying the required annual renewal fee and a late fee.

(d) An individual whose license has been expired for more than two (2) years may not renew the license. The individual may obtain a new license by complying with the requirements of this act for obtaining an original license.

(e) An individual who renews his license shall comply with the continuing professional competency requirements adopted by board rule for license renewals.



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Section 33-29-602 - Practice through business entities; registration

(a) Professional engineers and professional land surveyors may practice professional engineering or professional land surveying through a business entity provided:

- (i) The business entity has registered with the board;
- (ii) The business entity has submitted the following to the board:
 - (A) A description of the engineering or land surveying services to be practiced in the state; and
 - (B) A designation of an individual or individuals in responsible charge. A change in the individual or individuals in responsible charge shall be filed with the board within thirty (30) days of the change.
- (iii) All final maps, plats, plans, designs and other documents filed or recorded under W.S. 33-29-801 shall be dated and bear the signature and seal of a professional engineer or professional land surveyor in responsible charge of the work; and
- (iv) All personnel of the business entity who act on its behalf as engineers or land surveyors in this state shall be licensed professional engineers or licensed professional land surveyors or shall be exempted from the license requirement under W.S. 33-29-604(a)(iii). No business entity shall be relieved of responsibility for the conduct or acts of its employees, officers or agents by reason of its compliance with this act. Nor shall any individual engaged in engineering or land surveying be relieved of responsibility for engineering or land surveying services performed by reason of his employment or relationship with a business entity.

Section 33-29-603 - Public works

(a) Drawings, plans, specifications and estimates for public works of the state or a political subdivision of the state involving professional engineering shall be prepared by or under the personal direction of a professional engineer. The construction of the engineering works shall be executed under the direct supervision of a professional engineer.

(b) Surveys or maps for public works of the state or a political subdivision of the state shall be prepared by or under the personal direction of a professional land surveyor. The surveying work shall be executed under the direct supervision of a professional land surveyor.



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Section 33-29-604 - Exemptions and limitations

(a) The provisions of this act shall not apply to:

- (i) An officer or employee of the United States practicing within the scope of his authority and employment;
- (ii) An officer or employee of the state of Wyoming performing regulatory reviews within the scope of his authority and employment provided the officer or employee shall not represent himself to be a licensed professional engineer or licensed professional surveyor unless he is so licensed and except when filing water right petitions with the state of Wyoming as provided in title 41 of the Wyoming statutes;
- (iii) An individual working for a business entity or licensee provided a licensee exercises responsible charge over all final designs, drawings, maps, plats and plans filed under W.S. 33-29-801;
- (iv) A utility company or telecommunications company regulated by the Wyoming public service commission or the company's employees practicing within the scope of their employment and authority;
- (v) An individual who performs actions described in W.S. 33-29-201(a)(viii)(A) upon lands owned or leased by him or upon lands owned or leased by an entity, which is not a publicly traded corporation, of which he owns an interest; or
- (vi) An irrigation company or employee of an irrigation company when determining elevations and distances necessary to market equipment.

Section 33-29-801 - Maps, plats, plans and designs for filing or recording to be certified by professional engineer or professional land surveyor; exception; size of maps

(a) Except for filings with the oil and gas commission pursuant to rules of the oil and gas commission, all maps, plats, plans, designs and all other engineering and surveying documents required to be filed or recorded in the state engineer's office, the office of state lands and investments, all county clerks' offices, all city or town offices, or any other office of public record in the state of Wyoming, shall comply with the following requirements:

- (i) Be made by or under the responsible charge of a professional engineer or professional land surveyor and be signed by and bear the seal of the professional engineer or professional land surveyor;
- (ii) Hardcopy originals shall be drawn in either waterproof black ink or acetate ink or shall be an acceptable photographic or other kind of reproduction on good



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quality polyester base drafting film in a minimum thickness of four-thousandths (.004) inch or as otherwise required by the receiving entity;

(iii) Maps formatted as required by the receiving entity may be submitted in electronic form as provided by the Uniform Electronic Transactions Act, W.S. 40-21-101 through 40-21-119;

(iv) Hardcopy documents shall conform to the sizes provided by board rule.

(b) Repealed by Laws 2017, ch. 43, § 2.

(c) Repealed by Laws 2017, ch. 43, § 2.

(d) Repealed by Laws 2017, ch. 43, § 2.

(e) The state engineer may adopt rules and regulations which provide exceptions to paragraph (a)(i) of this section for projects which, because of their size, nature or location, an exception would not impede upon public safety or the integrity of a water right.

Rules of the Board

Chapter 1 - GENERAL PROVISIONS

Section 2. Definitions.

...

(h)"Audit Committee" means CPC Audit Committee.

(i)"CEU" means continuing education unit. A CEU is a unit of credit customarily used for continuing education courses. One CEU equals ten (10) contact hours of class in a continuing education course.

(j)"College/Unit Semester/Quarter Hour" means credit for an ABET/EAC approved course or other related college course meeting the requirements of paragraph (i) of this section.

(k)"Course/Activity" means 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.

(l)"CPC" means a continuing professional competency unit. A CPC unit is a contact hour, defined as fifty minutes of instruction or presentation. A CPC is the common denominator for other units of credit.



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(m)"Direct supervision" means direct control and personal supervision of engineering work or land surveying work.

(n)"Dual Licensee" means a person who is licensed as both a professional engineer and a professional land surveyor.

...

(q)"Gross negligence" means a substantial or habitual deviation in professional practice from the standard of professional care exercised by members of the licensee's profession, or a substantial or habitual deviation from any technical standards issued by a nationally and/or state recognized professional organization comprised of members of the licensee's profession, or a substantial or habitual deviation from requirements contained in state laws, Board regulations, local ordinances, or regulations related to the licensee's professional practice.

(r)"IC" means Investigative Committee that is comprised of one or more Board members or the Executive Director.

(s)"Incompetence" means to lack the ability, professional qualifications, experience, education, or combination thereof to undertake a professional engagement or assignment.

(t)"Intern" means a land surveyor intern or engineer intern, as applicable.

(u)"License" means a license, certificate, or registration issued by the Board.

(v)"Licensee" means a person who has been granted a License pursuant to the Act.

...

(aa)"Public works" means all fixed works constructed for public use, whether or not done under public supervision or direction, or paid for wholly or in part out of public funds or assessment of property owners or rights users.

(bb)"Renewal Period" means:

- (i)December 31 of the year following the issuance of the initial License; or
- (ii)A two (2) year period from January 1 of year 1 until December 31 of year two. (For example, Jan 1, 2019 through December 31, 2020). Licensees shall fulfill their CPC requirements during this time period in order to renew a License.



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(cc)"Signature" means that it identifies the person, serves as a means of authentication of the contents of the document, provides responsibility for the creation of the document and provides for accountability for the contents of the document. Signature may be applied as either "original" signature or "digital" signature. "Original" signature and "digital" signature and are defined as follows:

- (i)"Original" signature means the handwritten name of a person applied to a document.
- (ii)"Digital" signature means a signature electronically created which has the same authority and effect as an original signature.

(dd)"Thorough technical review" means that the work product has been thoroughly reviewed, critically examined, and evaluated for compliance with appropriate professional standards by a Licensee in that profession who accepts responsibility for the work product.

(ee)"Wyoming licensing laws related to engineering and surveying" means W.S. 33-29-201 through 33-29-910 and these Rules.

Section 4. Incorporation by Reference.

(a)For any rule or regulation incorporated by reference in these Board Rules:

- (i)The Board has determined that incorporation of the full text in these Board Rules would be unduly cumbersome or inefficient given the length or nature of the rules;
- (ii)The incorporation by reference does not include any later amendments or editions of the incorporated matter beyond the applicable date identified in subsection (b) of this section; and
- (iii)The incorporated rule or regulation is maintained at 6920 Yellowtail Road Suite 100, Cheyenne, WY, and is available for public inspection and copying at cost at the same location.

(b)Each rule incorporated by reference is further identified as follows:

- (i)Chapter 2-Uniform Rules for Contested Case Practice and Procedure, adopted by the Office of Administrative Hearings and effective on July 20, 2017, found at <http://engineersandsurveyors.wyo.gov/publications/rules-and-regulations>. These rules are referred to herein as the Uniform Rules for Contested Case Practice and Procedure.



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- (ii) Chapter 2-Uniform Procedures, Fees, Costs, and Charges for Inspecting, Copying, and Producing Public Records, adopted by the Department of Administration and Information and effective on September 6, 2016, found at <http://engineersandsurveyors.wyo.gov/publications/rules-and-regulations>.
- (c) The Board incorporates by reference the following codes, creeds, and standards:
- (i) The National Society of Professional Engineers Code of Ethics dated July 2019 Publication #1102 and found at <http://engineersandsurveyors.wyo.gov/publications/rules-and-regulations>.
 - (ii) The National Society of Professional Surveyors "Surveyor's Creed and Canons" copyright 1996-2012 and found at <http://engineersandsurveyors.wyo.gov/publications/rules-and-regulations>.
 - (iii) The National Council of Examiners for Engineering and Surveying "NCEES Continuing Professional Competency Standard" dated August 2018 and found at <http://engineersandsurveyors.wyo.gov/publications/rules-and-regulations>.
- (d) The Board incorporates by reference the "Manual of Surveying Instruction for the Public Lands of the United States," 2009 edition at <http://engineersandsurveyors.wyo.gov/publications/rules-and-regulations>.



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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. 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.).

Wyo. Statutes 33-29

Section 33-29-201 - Definitions

...

(xi) "**Responsible charge**" means the exercise of direct control or the personal supervision of engineering work by a professional engineer or surveying work by a professional land surveyor;

Section 33-29-601 - Professional seal

...

(d) The application of a professional seal shall constitute certification that:
 (i) The work was done by the professional licensee or under his **responsible charge**;

Rules of the Board

Chapter 1 - GENERAL PROVISIONS

Section 2. Definitions.

...

(m) "Direct supervision" means direct control and personal supervision of engineering work or land surveying work.



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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**.



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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. Beyond that, the Board does not track discipline designations and discipline names are not identified on seals. There is NOT a special designation for structural engineers (SE).

Licensees should only undertake assignments when qualified (a.k.a. demonstrated proficiency) by education, technical knowledge, or experience in the specific technical fields involved. Work that is “incidental” to the work of the licensee's profession may also be performed. One can have licenses in both engineering and surveying (dual licensed).

Rules of the Board

Chapter 3 - LICENSE AND APPLICATION REQUIREMENTS

Section 11. Engineering Branches Recognized.

(a)The Board recognizes all branches of professional engineering for which exams are offered by NCEES.

(b)The Licensee may accept professional engagements or assignments in any branch of engineering in which the licensee has **demonstrated proficiency via education, technical knowledge, or experience.**

Chapter 5 - PRACTICE OF PROFESSIONAL ENGINEERING AND PROFESSIONAL LAND SURVEYING

Section 7. Rules of Professional Conduct.

(a)All Licensees and Interns shall comply with the following standards, and failure to do so may result in discipline:

...

- (xi) A Licensee shall not accept any professional engagement or assignment outside the Licensee's professional license unless: (a) the Licensee is **qualified by education, technical knowledge or experience** to perform such work and (b) such work is both necessary and **incidental to the work of the Licensee's profession** on that specific engagement or assignment;



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Professional Conduct and Ethics

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

Wyo. Statutes 33-29

Section 33-29-701 - Disciplinary powers of the board

(a) On a determination that a ground for disciplinary action exists under W.S. 33-29-702, the board may:

- (i) Deny an application for a license, intern certificate or business entity registration;
- (ii) Revoke, suspend or refuse to renew a license, intern certificate or business entity registration;
- (iii) Impose probation;
- (iv) Restrict the scope of a license, intern certificate or business entity registration;
- (v) Impose peer review;
- (vi) Require continuing education;
- (vii) Formally or informally reprimand a licensee, intern or registered business entity;
- (viii) Impose civil penalties as provided in W.S. 33-29-707.

Section 33-29-702 - Grounds for disciplinary action

(a) An individual or business entity is subject to disciplinary action for:

- (i) A violation of this act, board rule, order or code of ethics;
- (ii) Fraud or misrepresentation relating to the practice of engineering or land surveying, including in the submission of information to the board and signing of documents;
- (iii) Allowing or assisting another to violate this act or a rule or order of the board;
- (iv) Incompetence, habitual or gross negligence or other misconduct in the practice of engineering or land surveying;
- (v) Habitual intoxication or addiction to the use of drugs or alcohol which affects the ability to practice engineering or land surveying;
- (vi) Conviction of a felony that is related to the ability to practice engineering or land surveying;



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(vii) Discipline or restriction of a license, intern certificate or business entity registration by another jurisdiction if the ground for the action was the same or substantially equivalent to a ground for discipline in this section.

Rules of the Board

**Chapter 5 - PRACTICE OF PROFESSIONAL ENGINEERING AND
PROFESSIONAL LAND SURVEYING**

Section 7. Rules of Professional Conduct.

(a) All Licensees and Interns shall comply with the following standards, and failure to do so may result in discipline:

(i) A Licensee or Intern shall not submit any materially false statements or fail to disclose any material facts requested in connection with the application for license;

(ii) A Licensee or Intern shall not engage in fraud, deceit, misrepresentation, or concealment of material facts in advertising, soliciting or providing professional services to members of the public;

(iii) A Licensee or Intern shall not knowingly seal, sign and date any plans, drawings, blueprints, land surveys, reports, specifications or other documents not prepared or without thorough technical review by the Licensee or under the Licensee's direct supervision;

(iv) A Licensee or Intern shall not knowingly violate any federal or state statute concerning bribery;

(v) A Licensee or Intern shall comply with all federal, state, and local building, fire, safety, real estate, and mining codes, and any other laws, codes, ordinances, or regulations pertaining to the Licensee's professional practice. A Licensee shall not provide any professional services in violation of any such laws, codes, ordinances, or regulations;

(vi) A Licensee or Intern shall not violate any state or federal criminal statute involving fraud, misrepresentation, embezzlement, theft, forgery or breach of fiduciary duty, where the violation is related to his/her professional practice;



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(vii) A Licensee shall apply the technical knowledge and skill which would be applied by other qualified Licensees who practice the same profession;

(viii) A Licensee shall not accept an assignment where the duty to a client or the public would conflict with the Licensee's personal interest or the interest of another client without full disclosure of all material facts of the potential conflict to each person who might be related to or affected by the project or engagement in question;

(ix) Licensees shall not accept compensation for services related to the same project or professional engagement from more than one private party without making full disclosure to all parties involved and obtaining the express written consent of all parties involved;

(x) Licensees who serve governmental or quasi-governmental organizations or departments, or are board members of any organization which receives government funds, as members, advisors, or employees shall recuse themselves from any conflict of interest decision and act in the best interest of that organization;

(xi) A Licensee shall not accept any professional engagement or assignment outside the Licensee's professional license unless: (a) the Licensee is qualified by education, technical knowledge or experience to perform such work and (b) such work is both necessary and incidental to the work of the Licensee's profession on that specific engagement or assignment;

(xii) Except as otherwise provided by law, code, ordinance, or regulation, a Licensee may act as the prime professional for a given project and select collaborating professionals; however, the Licensee shall perform only those professional services for which the Licensee is qualified and shall seal, sign and date only the work prepared by the Licensee or under the Licensee's direct supervision;

(xiii) A Licensee shall make full disclosure to all parties concerning: (a) any transaction involving payments to any person for the purpose of securing a contract, assignment, or engagement, except for actual and substantial technical assistance in preparing the proposal; or (b) any monetary, financial, or beneficial interest, the Licensee may hold in a contracting firm or other entity providing goods or



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services, other than the Licensee's professional services, to a project or engagement;

(xiv) A Licensee shall not solicit, receive, or accept compensation from material, equipment, or other product or service suppliers for specifying or endorsing their products, goods, or services to any client or other person without full written disclosure to all parties;

(xv) If a Licensee's professional judgment is overruled or not adhered to under circumstances where a serious threat to the public health, safety, or welfare results or would result, the Licensee shall immediately notify the client or employer. If the client or employer does not take appropriate remedial action within a reasonable amount of time under the circumstances, the Licensee shall also notify the Board of the specific nature of the public threat;

(xvi) If called upon or employed as an arbitrator to interpret contracts or to judge contract performance, or to perform any other arbitration duties, the Licensee shall render decisions impartially and without bias to any party.

(b) In the event the referenced engineering code of ethics or surveying creed and canons conflict with the following standards, the standards in this section shall control.

(c) The Board has adopted and incorporated herein the National Society of Professional Engineers (NSPE) "Code of Ethics for Engineers" dated July 2019 and the National Society of Professional Surveyors (NSPS) "Surveyor's Creed and Cannons" copyright 1996-2012. All licensed professional engineers, engineer Interns, professional land surveyors, and surveyor Intern shall comply with the applicable code adopted by the Board.



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NSPE Code of Ethics for Engineers

The Rules of the Board incorporates the “Code of Ethics for Engineers” by the National Society of Professional Engineers (NSPE). This is the most widely accepted document for engineering ethics in the United States. It is Appendix A of the Rules of the Board. The preamble and main statements are listed below.



Preamble

Engineering is an important and learned profession. The members of the profession recognize that their work has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by engineers require honesty, impartiality, fairness and equity, and must be dedicated to the protection of the public health, safety and welfare. In the practice of their profession, engineers must perform under a standard of professional behavior which requires adherence to the highest principles of ethical conduct on behalf of the public, clients, employers and the profession.

I. Fundamental Canons

Engineers, in the fulfillment of their professional duties, shall:

1. Hold paramount the safety, health, and welfare of the public.
2. Perform services only in areas of their competence.
3. Issue public statements only in an objective and truthful manner.
4. Act for each employer or client as faithful agents or trustees.
5. Avoid deceptive acts.
6. Conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance the honor, reputation, and usefulness of the profession.



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II. Rules of Practice

1. Engineers shall hold paramount the safety, health, and welfare of the public.
2. Engineers shall perform services only in the areas of their competence.
3. Engineers shall issue public statements only in an objective and truthful manner.
4. Engineers shall act for each employer or client as faithful agents or trustees.
5. Engineers shall avoid deceptive acts.

III. Professional Obligations

1. Engineers shall be guided in all their relations by the highest standards of honesty and integrity.
2. Engineers shall at all times strive to serve the public interest.
3. Engineers shall avoid all conduct or practice that deceives the public.
4. Engineers shall not disclose, without consent, confidential information concerning the business affairs or technical processes of any present or former client or employer, or public body on which they serve.
5. Engineers shall not be influenced in their professional duties by conflicting interests.
6. Engineers shall not attempt to obtain employment or advancement or professional engagements by untruthfully criticizing other engineers, or by other improper or questionable methods.
7. Engineers shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice, or employment of other engineers. Engineers who believe others are guilty of unethical or illegal practice shall present such information to the proper authority for action.
8. Engineers shall accept personal responsibility for their professional activities, provided, however, that engineers may seek indemnification for services arising out of their practice for other than gross negligence, where the engineer's interests cannot otherwise be protected.
9. Engineers shall give credit for engineering work to those to whom credit is due, and will recognize the proprietary interests of others.

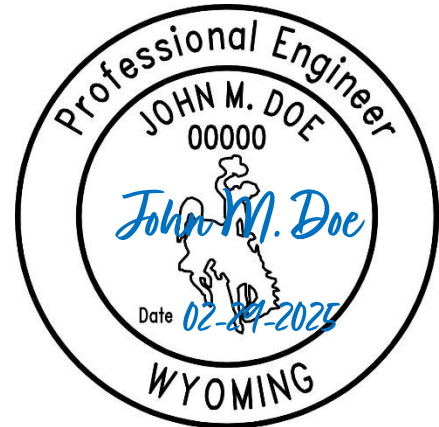


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Sign and Seal Requirements

Engineering seal and signature requirements are found in Rules of the Board Section 1. Here are highlights that may differ from requirements in other states:

- Seal outer diameter is to be 1 3/4"
- Signature and date to be over the seal
- Ink color not specified
- For multipage documents with a single P.E., it is acceptable to only seal the title/cover page, which needs a sheet index for a drawing set
- Documents manually or digitally signed and sealed may be scanned or digitally printed and transmitted electronically, provided the seal and signature is clear
- 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 the licensee
 - Capable of verification
 - Under sole control of the licensee
 - 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:



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Wyo. Statutes 33-29

Section 33-29-601 - Professional seal

- (a) The board shall adopt a seal for the use of professional engineers and professional land surveyors.
- (b) Whenever the professional seal is applied, the licensee's signature and the date shall also be included.
- (c) The professional seal, signature and date shall be placed on all final designs, specifications, maps, land surveys, reports, plats, drawings and plans filed or recorded pursuant to W.S. 33-29-801.
- (d) The application of a professional seal shall constitute certification that:
- (i) The work was done by the professional licensee or under his responsible charge; and
 - (ii) The licensee is competent in the subject matter.
- (e) A licensee shall not:
- (i) Permit the use of his seal by another; or
 - (ii) Use his seal when his license has expired, is inactive or has been revoked or suspended.
- (f) An individual who is not licensed shall not use the seal of a licensee.



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Rules of the Board

**Chapter 5 - PRACTICE OF PROFESSIONAL ENGINEERING AND
 PROFESSIONAL LAND SURVEYING**

Section 1. Seals.



(a) The seal authorized by the Board for Licensees is of the crimp type and/or rubber stamp facsimile and shall be of a design shown. The seal consists of two concentric circles with the diameter of the outer circle being 1-3/4 inches and the diameter of the inner circle being 1-1/4 inches. The upper portion between the two circles shall bear whichever of the following phrases is applicable to the Licensee: "Professional Engineer"; "Professional Land Surveyor"; or "Professional Engineer & Land Surveyor." At the bottom of the annular space between the two circles shall appear the inscription "Wyoming"; the inner circle shall contain the name of the Licensee, license number and the word "Date." The license number assigned should be centered in the inner area of the seal in the space occupied by the word "NUMBER" and the size of the numbers should not be larger than the word "NAME." The words and parentheses "(NUMBER)", and "(NAME)", should not appear on the seal.

(b) Seals authorized prior to July 1, 2013, may continue to be used.

(c) An imprint of the Licensee's valid seal shall appear on original and non-original copies, tracings or other documents, as required by W.S. 33-29-801. Seals generated electronically are acceptable if accompanied by a signature and date of the Licensee preparing the generated document and as long as the electronically



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generated seal complies with the requirements outlined in subsection (a) above. When the document contains more than one sheet, the title page(s) or the first page of a Licensee's work shall be sealed, signed and dated by the Licensee who supervised the work and is responsible for such work. To be valid, any seal must be legible in its entirety and the signature of the Licensee and date of signing must be superimposed over the seal. Legible full size or reduced reproductions of sealed, signed and dated documents are acceptable as long as an original, including the signature, seal and date, is maintained in the Licensee's possession.

(d) In accordance with the Uniform Electronic Transactions Act, (W.S. 40-21-101 through 40-21-119), an electronic image of the Licensee's seal, signature, and date is permitted to be used in lieu of an original seal, signature and date on electronic submittals made to agencies of local, state, and federal governments or between private entities if they so desire.

(e) Drawings, reports, or documents that require a signature may be signed using a digital signature. The digital signature must be:

- (i) Unique to the Licensee using it;
- (ii) Capable of verification; and
- (iii) Under the sole responsibility and control of the Licensee affixing it; and
- (iv) Linked to a document in such a manner that the digital signature is invalidated if any data in the document is changed. A digital signature that uses a process approved by the board will be presumed to meet the criteria set forth in subsections (c)(i) through (iii). Any hard copy printed from the transmitted electronic file shall bear the facsimile of the signature and seal and be a confirmation that the electronic file was not altered after the initial digital signing of the file. Any alterations to the file shall cause the facsimile of the signature to be voided.

(f) A scanned image or other reproduction of an original signature may be used in lieu of an original signature or digital signature if accompanied by the date of signature.

(g) Any work sealed, signed and dated by a Licensee must have been prepared or substantially reviewed by that Licensee or someone under the Licensee's direct supervision. After-the-fact ratification by the sealing of documents, when the



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underlying work was not performed by or under the responsible charge and supervision of the Licensee, is prohibited unless a thorough technical review is done.

(h) Upon notification by the Board of satisfying all License requirements, the Applicant shall obtain a seal of a design stipulated in Subparagraph 1 (a) of this Chapter. The Applicant shall purchase a seal, and submit, on a form provided by the Board, an impression or stamp of the seal with an original signature superimposed over it, for the Board records. The Board shall approve or disapprove any seal not meeting the exact specifications of Subparagraph 1 (a) of this rule and shall require the Licensee to obtain and pay for another seal meeting those specifications prior to sealing any work. If a replacement or additional seal is required, the Licensee shall submit an impression or stamp of the new seal to the Board, accompanied by a sworn statement stipulating the purpose for the seal's duplication.

Section 2. Sizes.

The dimensions of all hardcopy maps, plats, plans, and designs for filing or recording shall be as specified by the private or governmental entity requiring the documents.



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Wyoming Building Officials Handbook, 2019

FREQUENTLY ASKED QUESTIONS

STAMPING AND SIGNING PLANS

Q: Can a design professional sign and seal technical submissions prepared by unlicensed consultants?

A: No. This would constitute illegal “plan stamping,” and subject the licensee to disciplinary action.

Q: May a professional sign and seal drawings prepared by others?

A: No. The design professional must be in direct supervision of the work.

Q: Are professional engineers and structural engineers required to seal all technical submissions they prepared even though they are sealed by an architect?

A: Yes. The professional engineer shall seal all work they are in responsible charge for.

Q: Can design professionals sign and seal technical submissions prepared by unlicensed subconsultants?

A: No. The design professional must be in direct supervision of the work.

Q: I have a set of plans sealed and signed by an architect or professional engineer licensed in a state other than Wyoming. Does the plan submittal meet the requirements for a design professional in Wyoming?

A: No. Only design professionals currently licensed with BPEPLS or WBALA have any legal standing in Wyoming. Professionals licensed in other states must obtain licensure in Wyoming prior to performing or rendering any design work within Wyoming.

Q: Must each page of a set of technical submissions be sealed and signed by the licensed design professional who prepares them?

A: No. If a table of contents is on the cover page, only the cover page needs to be sealed and signed. If no table of contents, each page must be signed.

Q: May code enforcement officials require the design professional of record to seal and sign the drawings of a licensed consultant?

A: No. If a code enforcement official requires a seal and signature it should be by the licensed professional consultant.

Q: Do all components of a building or structure have to be shown on the design drawings?

A: As summarized by National Society of Professional Engineers (NSPE), the U.S. vs Spearin Supreme Court case requires “if that contractor is bound to build according to



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plans and specifications prepared by the owner, the contractor will not be responsible for the consequences of defects in the plans and specifications. This responsibility of the owner is not overcome by the usual clauses requiring builders to visit the site, to check the plans, to inform themselves of the requirements of the work, ...and to assume responsibility for the work until completion and acceptance.” (United States v. Spearin (248 U.S. 132)) Drawings should show how the structure will be constructed. Some components are standard in the industry and others need more detail to be understood and constructable.

Q: Can an owner, builder, contractor or code enforcement official make changes to a design professional’s plans?

A: No. Not without the design professional approval of the change.

Q: If a change is needed to a portion of a sealed plan set, who reseals the plan?

A: The plan does not need to be resealed. However the design professional can seal a portion of the plan that is changed.

Q: May code enforcement officials require a design professional to certify that the construction of a project is in conformance with the design documents?

A: The design professional is not statutorily required under the practice Acts to certify that the construction work is in conformance. However, local ordinances may require a statement that to the best of the design professional’s knowledge and belief, the condition of the project is in conformance with the design documents and applicable building codes. Some jurisdictions require such a statement before a Certificate of Use or Occupancy will be issued.

Q: Are there limitations on the types of technical submissions a design professional may prepare, seal and sign?

A: No. If by definition, the work is interpreted by statute to be within the practice of the profession, then the professional shall apply their seal.

Q: What should a code enforcement official do when the original design professional is no longer the design professional of record and design changes or corrections are required?

A: For the protection of the owner and occupants, the integrity of the project must remain consistent. Ask the owner, architect, engineer, and/or general contractor for the new changes or amendments to be sealed. They will resolve how this happens with a different professional.

Q. Are licensed design professionals required for design of building utilities such as electrical service, steam systems, or refrigeration systems where no changes or additions to the buildings are necessary?

A: Only if the systems are modified beyond the work of the utility company.



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Q: Can a licensee use electronic/digital signatures?

A: Yes.

Q: Do public works projects need a design professional?

A: Yes. See Wyoming Statutes 33-29-603. BPEPLS Rules Chapter 1 Section 2 (p) "Public works" means all fixed works constructed for public use, whether or not done under public supervision or direction, or paid for wholly or in part out of public funds or assessment of property owners or rights users.

Q: When does a design override a code?

A: PEPLS says that while the building codes have been vetted by professionals engineers, architects and building officials they should be considered minimum standards. Many municipal and county codes/standards have not been vetted but are still considered minimum requirements. The professional engineer shall "hold paramount the safety, health, and welfare of the public", therefore given the specific site conditions and the intended use of the facility the design may need to override and exceed the minimum standards in the Code.

A: WBALA says never.

Q: What responsibility/liability is accepted by a professional when a seal & signature are applied?

A: PEPLS says that In accordance with W.S. 33-29-601 the application of a professional seal shall constitute certification that the work was done by the professional licensee or under his responsible charge, and that the licensee is competent in the subject matter. Liability is determined by the contract between the professional and the professional's client.

A: WBALA does not regulate insurance and liability.



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Continuing Education

Per Rules of the Board Article 19, the following continuing professional competency (CPC) 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 per NCEES CPC Guidelines:
 - Maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice
 - Broad range of subjects that are intended to strengthen or maintain competency in technical, managerial (business), or ethical fields
- Maximum 15 PDH carried over to next renewal period
- Retain PDH records for minimum 3 years
- Renewal date: December 31 of odd or even years corresponding to date of original licensure
- For P.E.'s in other states, can satisfy home state CPC if at least 15 PDH a year
- For dual licensees, one-third of the required 30 PDH must pertain to each profession (surveying and engineering)

Laws and Rules

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

Rules of the Board

Chapter 4 - LICENSE RENEWAL AND CONTINUING PROFESSIONAL COMPETENCY

Section 1. Renewal of License.

- (a) Licensees shall renew their license by December 31 of the expiration year.
- (b) Renewal Procedure. An Applicant seeking renewal shall submit:
- (i) A completed renewal application;
 - (ii) payment of fee; and
 - (iii) Verification of completion of thirty (30) CPC that comply with Section 2 of this Chapter.



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Section 2. Continuing Education Requirements.

(a) Initial Renewal. After issuance of an initial license, Licensees shall renew their license by December 31 of the following year. Applicants submitting an initial renewal shall be exempt from the CPC requirement.

(b) CPC Requirements. An Applicant shall complete a minimum thirty (30) CPCs to renew a license.

(c) CPC Carry Over. A maximum of fifteen (15) CPCs may be carried forward into the subsequent renewal period. Initial Licensees may also submit CPC Carry Over. CPC Carry Over for Dual Licensees will be split equally unless otherwise requested by the Licensee.

(d) Dual Licensees. The number of CPCs required for Dual License Applicants shall be a minimum of ten (10) CPCs in each discipline with a minimum combined total of thirty (30) CPCs required.

(e) NCEES Continuing Professional Competency (CPC) Standard. Applicants may meet their renewal requirement by submitting CPCs that comply with the NCEES CPC Standard for the current and previous calendar year. The NCEES CPC Standard can be found at <https://engineersandsurveyors.wyo.gov/publications/rules-and-regulations>.

(f) CPC Content. CPCs may be earned as follows:

- (i) Successful completion of college courses;
- (ii) Successful completion of continuing education courses;
- (iii) Successful completion of correspondence, televised, videotaped, audio taped, and other short courses/tutorials;
- (iv) Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, convention or conferences;
- (v) Teaching or instructing in subparagraphs (i) through (iv) of this subsection (credit does not apply to full-time faculty);
- (vi) Authoring published papers, articles, monographs, or books;
- (vii) Active participation in professional or technical societies or in accrediting organizations;
- (viii) Patents;



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- (ix) Educational outreach; or
- (x) Self-directed study/research.

(g) CPC Conversion. The conversion of other units or credits to CPCs is as follows:

- | | |
|-------------------------------------|---------|
| (i) 1 college or unit semester hour | 45 CPCs |
| (ii) 1 college or unit quarter hour | 30 CPCs |
| (iii) 1 continuing education unit | 10 CPCs |

(h) The Board will grant annual credits as follows:

- (i) 1 contact hour of professional development in coursework, seminars, or professional or technical presentations made at meetings, conventions, or conference. 1 CPC
- (ii) For teaching (see Section 2(f)(v) above) apply multiplier of two (2) (Note that teaching credit is only valid for teaching a course or seminar the first time).
- (iii) Each published paper, article, monograph, or book 10 CPCs
- (iv) Active participation in professional and technical society (each organization) 2 CPCs/year
- (v) Education Outreach 2 CPCs/year
- (vi) Each patent 10 CPCs
- (vii) Self-directed study/research 2 CPCs/renewal period

(i) Determination of Credit.

- (i) Credit for college or community college approved courses will be based upon course credit established by the college.
- (ii) Credit for qualifying seminars and workshops, will be based on one CPC for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings will earn CPCs for the actual time of each program.
- (iii) Credit for active participation in professional and technical societies shall be limited to two (2) CPCs per organization. Credit shall be limited to serving as an officer, board member, and/or actively participating in at least one (1) committee, coalition, or trust of the organization. CPCs are not earned until the end of each year of service. Organizations which have a state and national component (e.g. ACEC, NCEES, NSPS, ASCM and ASCE) are considered as separate organizations. Subchapters of a state organization are not considered as separate organizations from the state organization.



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(iv) Credit for active participation in accrediting organizations is based on completing the roles of professional evaluator (PEV) or team chair in one or more program visits during the renewal period and shall be limited to ten (10) CPCs per accreditation visit.

(j) Record Keeping. Applicants shall be responsible for maintaining records used to support continuing education claimed on an application. Records shall be maintained for a period of three (3) years. Copies will be requested by the Board if Applicants are selected for audit. Records shall include:

- (i) A log/diary/national registry record showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and CPCs earned; and
- (ii) Attendance verification records in the form of completion certificates, receipts, or other documents supporting evidence of attendance.

(k) Compliance and Audit Committee Review.

- (i) Every application is subject to audit verification for CPCs.
- (ii) Board staff shall notify Applicants if their application has been selected for audit. Applicants shall submit CPC documentation.
- (iii) The Audit Committee shall review Applicants' submitted documentation for CPC compliance.
- (iv) The Audit Committee shall send a Notice of Deficiency to an Applicant if:
 - (A) An Applicant is unable to provide satisfactory documentary evidence of compliance with this section; or
 - (B) Audit Committee does not approve CPCs claimed by the Applicant.
- (v) Within sixty (60) days from the date of the Notice of Deficiency, the Applicant shall submit:
 - (A) Satisfactory documentary evidence of CPCs to correct the deficiency; or
 - (B) A written request for the Board to review the Audit Committee's denial of claimed CPCs.
- (vi) If the Applicant does not provide satisfactory documentary evidence or request Board review, the application shall be denied.
- (vii) CPCs earned and submitted in response to the Notice of Deficiency shall not be used to demonstrate competency in the next renewal.



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(l) Exemptions. Applicants may be exempt from the CPC requirements for one of the following reasons:

- (i) A new Licensee shall be exempt from the CPC requirements until after the first renewal period. During the first renewal period, a Licensee may carry over a maximum of fifteen (15) CPCs.
- (ii) Exemptions for Applicants who perform services in the uniformed services shall be governed by W.S. 19-11-118 and 119.
- (iii) Applicants experiencing physical disability, illness, or other extenuating circumstances may petition for an exemption.

Section 3. Retired Status

(a) Eligibility. An Applicant may seek retired status if the Applicant is no longer receiving any remuneration from providing professional engineering or professional land surveying services.

(b) Application Procedure. An Applicant seeking retired status shall submit a request on specified forms and pay the fee.

(c) CPC Exemption. While a License is retired, the Licensee shall be exempt from the CPC requirement for renewal of the license.

(d) Restoration of Active Status. If a retired Licensee elects to return to active practice, the Applicant shall seek relicensure under Section 4(a)(i) of this Chapter if Applicant has an active license in another jurisdiction or under Section 7 of this Chapter in all other cases.

Section 4. Comity/Out-of-Jurisdiction Resident Renewal and Satisfaction of CPC Requirements.

(a) An Applicant who is a resident of a jurisdiction other than Wyoming shall satisfy one of the following:

- (i) The requirements for Wyoming are satisfied when an Applicant provides evidence of having satisfied CPC requirements of another jurisdiction that requires a minimum of 15 CPCs per year or 30 CPCs per biennium; or
- (ii) CPC Requirements from Section 2 of this Chapter.



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Section 5. Failure to Timely Renew.

- (a) Expiration Date. All Licenses shall expire on December 31 of the renewal period.
- (b) Unless an Applicant renews the Applicant's License on or before the expiration date, the License shall expire and the Applicant shall not practice.
- (c) Following failure to timely renew a license, an Applicant may seek reactivation of the expired License during the subsequent renewal period of two (2) years.
- (d) If the Applicant fails to seek reactivation of the expired License during the subsequent renewal period, the Applicant shall submit an application to obtain an original license by examination or comity or the Applicant shall seek relicensure in accordance with Section 7 of this Chapter for a new license number.

Section 6. Reactivation.

- (a) Eligibility. An Applicant may seek reactivation if the Applicant has failed to timely renew their Wyoming license during the renewal period.
- (b) Application Requirements. An Applicant shall submit:
 - (i) A completed reactivation application;
 - (ii) Payment of fees (including late fee); and
 - (iii) Evidence of completion of thirty (30) CPCs that comply with Section 2 of this Chapter.

Section 7. Relicensure.

- (a) Eligibility. An Applicant may seek relicensure if the Applicant has failed to timely renew the Applicant's Wyoming license for more than two (2) years or is seeking restoration from a retired status.
- (b) Application Requirements. An Applicant shall submit:
 - (i) Completed relicensure application and payment of fees from Chapter 2 Section 1; and
 - (ii) Evidence that the Applicant has completed:
 - (A) Thirty (30) CPCs that comply with Section 2 of this Chapter within two (2) years of the application and the Applicant has maintained a license in another jurisdiction;



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- (B) Fifteen (15) CPCs that comply with Section 2 of this Chapter for each year since the Applicant's last renewal; or
- (C) CPCs that satisfy Section 4 of this Chapter.

Section 8. Reinstatement. An Applicant whose license was revoked, surrendered, suspended, conditioned, or restricted may apply for reinstatement and shall submit:

- (a) A completed reinstatement application;
- (b) Payment of fees;
- (c) Evidence of completion of fifteen (15) CPCs that comply with Section 2 of this Chapter for each year since the Applicant's last renewal, if applicable; and
- (d) Evidence demonstrating the Applicant has met the requirements of the previous Board's order or correcting the conduct underlying the Board's order that demonstrates the Applicant's ability to safely, skillfully, and competently practice.



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Helpful References

Wyoming Board of Professional Engineers and Professional Land Surveyors (PEPLS)

General website: <https://engineersandsurveyors.wyo.gov/home>

License renewal: <https://engineersandsurveyors.wyo.gov/license-renewal>

Address change: <https://engineersandsurveyors.wyo.gov/license-renewal>

Statutes: <https://engineersandsurveyors.wyo.gov/publications/state-statutes>

Rules & Regulations: <https://engineersandsurveyors.wyo.gov/publications/rules-and-regulations>

Wyo. Statutes 33-29: <https://www.wyoleg.gov/stateStatutes/StateStatutes>

<https://casetext.com/statute/wyoming-statutes/title-33-professions-and-occupations/chapter-29-surveyors-and-engineers>

037-1 Wyo. Code R. (Rules of the Board):

<https://rules.wyo.gov/Search.aspx?mode=1>

https://drive.google.com/file/d/1KL17pUh1AL_RHE8a1Gkckxzm sGPItJj/view

FAQs: <https://engineersandsurveyors.wyo.gov/applications/faq>

Building Officials Handbook:

<https://engineersandsurveyors.wyo.gov/publications/building-officials-handbook>