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Kansas Laws and Rules for Engineers

by

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Course Outline:

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Helpful References

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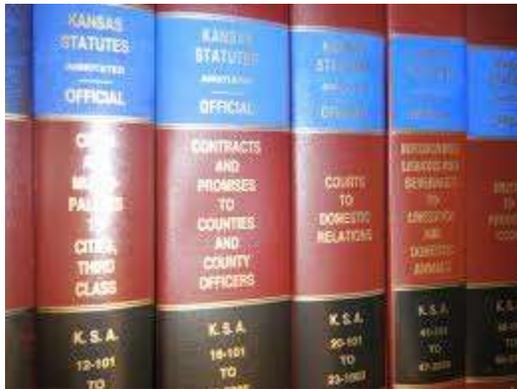
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Kansas Statutes

State laws (called statutes) are enacted by the Kansas Legislature, which is a bicameral body made up of the Senate and House of Representatives. When a bill has passed, 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 House of Representatives for the bill to become law.



Passed bills (acts) from each legislative session are published in Session Laws. Next, the laws (called statutes) are added to the *Kansas Statutes* in the appropriate locations with numbering, formatting, and removal of replaced or repealed statutes.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 *Kansas Statutes Annotated* (K.S.A.).

The Kansas Statutes Annotated is divided into dozens of chapters. Laws with relevance to engineering are in Chapter 74, Article 70 (cited as K.S.A. 74-70). The organization is as follows:

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Kansas Statutes Annotated

- Chapter 74: State Boards, Commissions and Authorities
 - Article 70: State Board of Technical Professions

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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K.S.A. 74-70

The law dedicated to the practice of engineering is K.S.A. 74-70. It contains general requirements for the following professions:

- Engineers
- Architects
- Land surveyors
- Landscape architects
- Geologists

K.S.A. 74-70 gives authority to the *Kansas Board of Technical Professions* (Board) to enact the laws and manage licensing. The following is the contents of K.S.A. 74-70, with **bold** sections being of particular importance for practicing professional engineers.

K.S.A. 74-70: State Board of Technical Professions

74-7001 Technical professions; unlawful practice; representation and use of title.

74-7003 Definitions.

74-7004 State board of technical professions; purpose; membership; appointment; vacancies.

74-7005 Qualifications of members.

74-7006 Terms of members; vacancies; removal from office.

74-7007 Same; organization; election of officers; seal; rules; oath; meetings; quorum.

74-7008 Same; executive director and assistant executive director, appointment and salary; compensation and expenses of board members; personnel.

74-7009 Fees; disposition; technical professions fee fund; expenditures.

74-7010 Roster; maintenance and filing; copies, availability, fees.

74-7013 Powers and duties of board. 285-bqt

74-7016 Records of board; register; records as evidence.

74-7017 Examination requirement.

74-7018 Applications for license; fee; time.

74-7019 Architects; qualifications for licensure.

74-7020 Landscape architects; qualifications for licensure.

74-7021 Professional engineers; qualifications for licensure; intern engineer certificate.

74-7022 Professional surveyors; qualifications for licensure; intern land surveyor certificate.



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- 74-7023 Examinations, time, place, scope, method of procedure; license, issuance, contents, evidence; seal, purchase and use, conditions.
- 74-7024 Exemptions from examination for licensure; reciprocity; certain license or certificate holders; fees; conditions.
- 74-7025 Expiration of license or certificate of authorization; notice; renewal; continuing education as condition for license renewal; reinstatement after failure to renew; fee for reinstatement; replacement license; inactive status.
- 74-7026 Discipline of licensees or holders of certificates of authorization; suspension or revocation of licenses or certificates of authorization; grounds; reinstatement of license or certificate of authorization, fees.**
- 74-7027 Authority of board at hearings; witnesses, compulsory attendance.
- 74-7028 Notice of denial, suspension or revocation of license or certificate of authorization; appeals.
- 74-7029 Unlawful acts; prosecution; assistance of attorney general and district or county attorney.**
- 74-7030 Civil enforcement of act.
- 74-7031 Architecture; exemptions from requirements for licensure or certification; definitions.
- 74-7032 Landscape architecture; exemptions from requirements for licensure or certification.
- 74-7033 Engineering; exemptions from requirements for licensure or certification.**
- 74-7034 Land surveying; exemptions from requirements for licensure or certification.
- 74-7035 Act not applicable to certain practices and persons.**
- 74-7036 Practice of technical professions by business entity; conditions; application for certificate of authorization, contents, fee; renewal, conditions, fee; change of principal, reporting; liability for services performed.
- 74-7038 Technical submissions; limitation on acceptance or approval by public officials; building permits, invalidity; immunity from liability.**
- 74-7039 Civil penalties for violations; notice and hearing; fines, costs, attorney fees, disposition; determination of amount, factors.
- 74-7040 Rights and privileges of licensees saved.**
- 74-7041a Professional geologists, minimum qualifications; licensure; intern geologists.
- 74-7042a Geology; exemptions from requirements for licensure or certification.
- 74-7046 Liability of licensed professional surveyor.**
- 74-7047 Peer review; technical professions.**



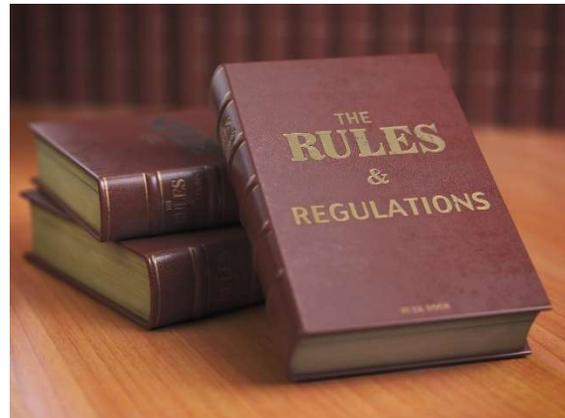
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Kansas Administrative Regulations



State laws are often high-level and lack details required for implementation. The Kansas 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 *Kansas Administrative Regulations* or *Kansas Administrative Rules* and can be cited as K.A.R. or KAR. The regulations are enforceable just like state statutes.

The K.A.R. is grouped into over 100 different state agencies (departments, divisions, districts, boards, councils, authorities, and commissions). Professional engineering is under agency 66. This is cited as K.A.R. 66, and known as the “Board Rules”.



The organization is as follows:

K.A.R.

- Agency 66: State Board of Technical Professions

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K.A.R. 66

K.A.R. 66, also known as the Board Rules, covers the same professions as K.S.A. 74-70. The following are the contents of K.A.R. 66. Sections in **bold** are of particular importance for practicing professional engineers.

K.A.R. 66 – STATE BOARD OF TECHNICAL PROFESSIONS

Article 6.—Professional Practice

- 66-6-1. Seals and signatures**
- 66-6-4. Professional conduct**
- 66-6-6. Renewal of licenses and certificates of authorization**
- 66-6-10. License statuses**

Article 7.—Applications

- 66-7-1. Applications
- 66-7-2. Application for certificate of authorization
- 66-7-3. Denial of initial application for license
- 66-7-4. Potentially disqualifying civil and criminal records; advisory opinion; fee

Article 8.—Examinations

- 66-8-2. Architectural examination
- 66-8-3. Engineering examinations
- 66-8-4. Professional surveyor examinations
- 66-8-5. Landscape architectural examinations
- 66-8-6. Reexamination
- 66-8-7. Geology examinations
- 66-8-8. Examination standards acceptable to the board for reciprocity applicants

Article 9.—Education

- 66-9-1. Architectural curriculum approved by the board
- 66-9-2. Landscape architectural curriculum approved by the board
- 66-9-4. Engineering curriculum approved by the board
- 66-9-5. Surveying curriculum approved by the board
- 66-9-6. Geology curriculum approved by the board
- 66-9-7. Education standard acceptable to the board for reciprocity applicants



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Article 10.—Experience

- 66-10-1. Architectural experience satisfactory to the board
- 66-10-3. Architectural experience required of a reciprocity applicant
- 66-10-4. Landscape architecture work experience
- 66-10-9. Engineering experience
- 66-10-10. Surveying experience required of a graduate of an accredited engineering curriculum
- 66-10-10a. Surveying experience required of applicant who completes surveying curriculum or is a graduate of an approved surveying curriculum
- 66-10-10b. Surveying experience required of a graduate in a four-year related science curriculum other than land surveying or engineering
- 66-10-10c. Surveying experience required of an applicant who completed 12 semester hours of approved surveying coursework
- 66-10-12. Surveying experience
- 66-10-13. Geology experience
- 66-10-14. Engineering, surveying, and geology experience standards acceptable to the board for reciprocity applicants

Article 11.—Intern Certification and Admission to the Fundamentals Examination

- 66-11-1. Intern engineer certificate
- 66-11-1a. Intern geologist certificate
- 66-11-1b. Intern surveyor certificate
- 66-11-4. Admission requirements for fundamentals of geology examination
- 66-11-5. Admission requirements for fundamentals of surveying examination

Article 12.—Minimum Standards for the Practice of Professional Surveying

- 66-12-1. Minimum standards for the practice of professional surveying

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Article 13.—Administrative Procedures

- 66-13-1. Types of hearings

Article 14.—Continuing Education Requirements

- 66-14-1. Requirements**
- 66-14-2. Definitions**
- 66-14-3. Continuing education activities**
- 66-14-5. Computation of credit**
- 66-14-6. Exemptions**



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66-14-7. Records

66-14-8. Reinstatement

66-14-9. Proof of compliance

66-14-12. Disallowance

Article 15.—Fees

66-15-1. Fees

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State Board

The state agency for professional engineering is the *Kansas Board of Technical Professions* (KSBTP), herein referred to as the Board.

The Board oversees over 11,000 professional engineers. The Board has the authority to manage and further regulate the following professions:

- Engineers
- Architects
- Land surveyors
- Landscape architects
- Geologists



The Board can make modifications to K.A.R. 66.

Board Website

The board website < <https://www.ksbtp.ks.gov/home> > contains the following relevant topic pages:

- Renewals
- Licensure Forms
- Verifications
- Continuing Education
- Guidelines
- Individual Forms
- Continuing Education Rules and Regulations
- Statutes & Rules
- Forms & Resources
- Search
- About Us
- Complaints & Discipline
- FAQs

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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:

K.S.A. 74-70

74-7001. Technical professions; unlawful practice; representation and use of title. (a) Except as otherwise provided in K.S.A. 74-7001 et seq., and amendments thereto, it shall be unlawful for any person to practice or to offer to practice in the state of Kansas, any profession included within the term technical professions, as such term is defined in K.S.A. 74-7003, and amendments thereto, unless such person has been duly licensed to practice such profession under K.S.A. 74-7001 et seq., and amendments thereto, or holds a certificate of authorization issued under K.S.A. 74-7036, and amendments thereto.

(b) Any person practicing any technical profession in this state, or calling or representing such person as a licensed practitioner of such technical profession, or using the title of a licensed practitioner of such technical profession shall be required to submit evidence that such person is duly licensed under K.S.A. 74-7001 et seq., and amendments thereto, or holds a certificate of authorization issued under K.S.A. 74-7036, and amendments thereto.

74-7003. Definitions. As used in K.S.A. 74-7001 et seq., and amendments thereto:

(a) "Agricultural building" means any structure designed and constructed to house hay, grain, poultry, livestock or other horticultural products, or for farm storage of farming implements. Such structure shall not be a place for human habitation or a place of employment where agricultural products are processed, treated or packaged, nor shall it be a building or structure for use by the public.

...

(e) "Building" means any permanent structure which is enclosed or partially enclosed that provides shelter for human habitation.

(f) "Business entity" means a general corporation, professional corporation, limited liability company, limited liability partnership, corporate partnership or other legal entity created by law.

(g) "Common technical services" means those services which may be offered or performed by any licensee, are performed within the licensee's defined scope of practice and are further described as follows:



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- (1) Representation of clients in connection with contracts entered into between clients and others;
- (2) coordination of elements of technical submissions prepared by the licensee's consultants;
- (3) administration of contracts for construction;
- (4) observation of construction for general conformance with requirements of approved construction documents or technical submissions prepared by a licensee;
- (5) performing acts of consultation and technical investigation;
- (6) providing expert technical testimony or testimony evaluation;
- (7) performing technical evaluations and research;
- (8) teaching in a college or university offering an accredited technical professional curriculum recognized by the board;
- (9) providing responsible supervision of these services, insofar as such services involve safeguarding the health, safety, property and welfare of the public; and
- (10) preparing and providing drawings, specifications and other technical submissions.

(h) "Construction administration" means the provision of technical professional services during construction by licensees, or persons under the licensee's responsible supervision, which act to confirm substantial compliance with the requirements and provisions of applicable technical documents prepared by the licensee or under the licensee's responsible supervision. Such technical professional services include, but are not limited to: Assisting with bidding or negotiation processes; reviewing and acting upon shop drawings and other submittals; providing clarification or interpretation of the licensee's technical documents; evaluating general progress of construction; observing or evaluating completed construction; and assisting the client in matters related to the licensee's technical professional expertise. Construction administration services do not include management of, or responsibility for, the contractor's construction activities, means or methods.

(i) "Government client" means any state, county or municipal governmental entity including, but not limited to, any department, agency, authority, planning district, board, commission, office or institution thereof, and any school district, college, university and any individual acting under authority to represent any such governmental entity.

...

(l) "License" means a license to practice the technical professions granted under K.S.A. 74-7001 et seq., and amendments thereto.



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(m) "Person" means a natural person or business entity.

(n) "Principal" means a person who serves in a business entity as an officer, member of a board of directors, member of a limited liability company or partner.

(o) "Professional engineer" means a person who is qualified to engage in the practice of engineering and who is licensed by the board to practice engineering as provided in K.S.A. 74-7001 et seq., and amendments thereto.

(p) (1) "Professional engineering" or "practice of engineering" means providing, offering to provide, or holding oneself out as able to provide professional engineering services, the adequate performance of which requires engineering education, training and experience in the application of special knowledge of the mathematical, physical and engineering sciences, including the following: Common technical services, as defined in subsection (g); consulting, investigating, evaluating, planning and designing of engineering works and systems; producing engineering surveys and studies; and preparing any engineering design features which embrace such service or work, either public or private, for 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 the health, safety, property or welfare of the public.

(2) As used in this subsection, the term "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.

(3) The term "professional engineering" or "practice of professional engineering" shall not include those services specifically identified in the definition of "architecture," "landscape architecture," "professional geology" and "professional surveying" except for those services which are included in the term "common technical services," as defined in subsection (g).

...

(v) "Standard of care" means the duty to exercise the degree of learning and skill ordinarily possessed by a reputable licensee practicing in Kansas in the same or similar locality and under similar circumstances.

(w) "Technical professions" includes the professions of architecture, landscape architecture, professional engineering, professional geology and professional



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surveying as the practice of such professions are defined in K.S.A. 74-7001 et seq., and amendments thereto.

74-7004. State board of technical professions; purpose; membership; appointment; vacancies. For the purpose of administering the provisions of this act and in order to establish and maintain a high standard of integrity, skills and practice in the technical professions and to safeguard the health, safety, property and welfare of the public, the governor shall appoint a state board of technical professions consisting of 13 members. ...

74-7025. Expiration of license or certificate of authorization; notice; renewal; continuing education as condition for license renewal; reinstatement after failure to renew; fee for reinstatement; replacement license; inactive status. (a)

At least 30 days prior to the date of expiration of a license or certificate of authorization, the executive director shall notify every person licensed under K.S.A. 74-7001 et seq., and amendments thereto, or business entity issued a certificate of authorization under K.S.A. 74-7036, and amendments thereto, of the date of the expiration of the license or certificate of authorization and the amount of the fee that is required for its renewal for two years. The licensee shall notify the board in writing of any change of address within 30 days after the date of such change. A licensee shall not practice any technical profession after the expiration date until the license or certificate of authorization has been renewed or reinstated. Any license or certificate of authorization not renewed by the expiration date may be renewed within 60 days after such expiration date by payment of the renewal fee plus a late fee as set forth in K.S.A. 74-7009, and amendments thereto. Any license or certificate of authorization not renewed within 60 days after the expiration date shall be cancelled.

(b) As a condition for obtaining license renewal, the board may require proof of compliance with continuing education requirements established by rules and regulations.

(c) Any person whose license or certificate of authorization has been cancelled pursuant to subsection (a) may have the license or certificate of authorization reinstated by the board for good cause shown and by filing an application for such license or certificate of authorization and such other documents as required by the board, and payment of the reinstatement fee as set forth in K.S.A. 74-7009, and amendments thereto.



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(d) Any licensee who voluntarily decides to no longer practice a technical profession shall have such licensee's status changed from active to inactive, provided, such licensee meets the requirements for use of the inactive licensure status established in the rules and regulations adopted by the board. A person whose license is inactive may return to active practice of a technical profession by applying for a return to active practice, paying the appropriate fee as set forth in K.S.A. 74-7009, and amendments thereto, and complying with all applicable rules and regulations adopted by the board.

(e) Any licensee who voluntarily decides to no longer practice a technical profession and who is at least 60 years of age shall have such licensee's status changed from active to emeritus, provided, such licensee meets the requirements for use of the emeritus title established in the rules and regulations adopted by the board.

(f) A new license or certificate of authorization, to replace any lost, destroyed or mutilated license, may be issued, subject to rules and regulations of the board, and a charge of \$20 shall be made for such issuance.

74-7033. Engineering; exemptions from requirements for licensure or certification. The provisions of K.S.A. 74-7001 et seq., and amendments thereto, requiring licensure or the issuance of a certificate of authorization under K.S.A. 74-7036, and amendments thereto, to engage in the practice of engineering shall not be construed to prevent or to affect:

(a) Except as provided by subsection (b), the design or erection of any structure or work by a person who owns the structure or work, upon such person's own premises for such person's own use if the structure or work is not to be used for human habitation, is not to serve as a place of employment, and is not to be open to the public for any purpose whatsoever.

(b) Persons designing or erecting or preparing plans, drawings or specifications for buildings housing no more than two dwelling units in one contiguous structure or for agricultural buildings.

(c) Persons engaged in planning, drafting and designing of products manufactured for resale to the public.

(d) The performance of services by a licensed landscape architect in connection with landscape and site planning for the sites, approaches or environment for buildings, structures or facilities.



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74-7035. Act not applicable to certain practices and persons. The provisions of K.S.A. 74-7001 et seq., and amendments thereto, shall not apply to:

(a) The work of an employee, consultant or a subordinate of a person holding a license under K.S.A. 74-7001 et seq., and amendments thereto, if such work does not include final designs or decisions, responsible charge of design and is done under the direct responsibility and supervision of a person practicing lawfully a technical profession;

(b) the work of any person who is exclusively and regularly employed by a single employer, provided, such employer is not an engineering, architectural, surveying, landscape architectural or geology firm, and is not primarily engaged in the business of conveying an interest in real property, and also provided, such work is performed under an employer-employee relationship, and making surveys of land and determinations of physical property rights is performed solely in connection with the affairs of such employer or its subsidiaries and affiliates and solely for the uses, purposes and benefit of such employer, subsidiaries and affiliates;

(c) a plumbing contractor, master plumber or journeyman plumber licensed under the provisions of K.S.A. 12-1508 et seq., and amendments thereto, while performing the work such plumber is authorized to perform pursuant to such license; or

(d) an electrical contractor, master electrician, journeyman electrician or residential electrician licensed under the provisions of K.S.A. 12-1525 et seq., and amendments thereto, while performing the work such electrician is authorized to perform pursuant to such license.

(e) For purposes of this act, public officers and employees who, within the scope of their employment and in the discharge of their public duties, provide information pertinent to or review the sufficiency of technical submissions, or who inspect property or buildings for compliance with requirements safeguarding life, health or property, are not engaged in the practice of the technical professions.

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74-7038. Technical submissions; limitation on acceptance or approval by public officials; building permits, invalidity; immunity from liability. A public official charged with the enforcement of any state, county or municipal building code shall not accept or approve any technical submissions involving the practice of the technical professions unless the technical submissions have been stamped with the technical professional's seal, signed and dated as required by K.S.A. 74-7001 et seq., and amendments thereto, or unless the applicant has certified on the technical submission to the applicability of a specific exception provided for in K.S.A. 74-7035, and amendments thereto, permitting the preparation of the technical submissions by



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a person not licensed under K.S.A. 74-7001 et seq., and amendments thereto. A building permit issued with respect to technical submissions which does not conform to the requirements of K.S.A. 74-7001 et seq., and amendments thereto, is invalid. The acceptance or approval of technical submissions or the issuance of a building permit by a public official engaged in building inspection responsibilities, contrary to the provisions of K.S.A. 74-7001 et seq., and amendments thereto, shall not create liability upon the public official or the official's governmental agency.

74-7040. Rights and privileges of licensees saved. Any person licensed to practice the technical professions in the state of Kansas at the time this act takes effect shall thereafter continue to possess the same rights and privileges with respect to the practice of the technical profession for which such person is licensed, in accordance with the current definition of the practice of such technical profession, without being required to obtain a new license under the provisions of this act, subject to the power of the board as provided in this act to suspend or revoke the license of any such person for any of the causes set forth in K.S.A. 74-7026, and amendments thereto, and subject to the power of the board to require any such person to renew such license as provided in K.S.A. 74-7025, and amendments thereto.

74-7047. Peer review; technical professions. (a) As used in this section:

(1) "Board" means the state board of technical professions established pursuant to K.S.A. 74-7004, and amendments thereto.

(2) "Design profession" means the practice of architecture, landscape architecture, land surveying, geology or engineering as specified in K.S.A. 74-7003, and amendments thereto.

(3) "Design professional" means an architect, landscape architect, land surveyor, geologist or professional engineer or a business entity authorized pursuant to K.S.A. 74-7036, and amendments thereto, to practice one or more of the technical professions specified in paragraph (2).

(4) "Architect" shall have the meaning ascribed to such term in K.S.A. 74-7003, and amendments thereto.

(5) "Geologist" shall have the meaning ascribed to such term in K.S.A. 74-7003, and amendments thereto.

(6) "Landscape architect" shall have the meaning ascribed to such term in K.S.A. 74-7003, and amendments thereto.



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(7) "Land surveyor" shall have the meaning ascribed to such term in K.S.A. 74-7003, and amendments thereto.

(8) "Professional engineer" shall have the meaning ascribed to such term in K.S.A. 74-7003, and amendments thereto.

(9) "Lessons learned" means any internal meeting, class, publication in any medium, presentation, lecture, or other means of teaching and communicating after substantial completion of the project which are conducted solely and exclusively by and with the employees, partners, and coworkers of the design professional who prepared the project's design for the purpose of learning best practices and reducing errors and omissions in design documents and procedures.

(10) "Peer review" or "peer review process" means any of the following functions:

(A) Evaluate and improve the design, drawings specifications or quality of services rendered by a design professional;

(B) evaluate the design, construction, procedures and results of improvements to real property based upon services rendered by a design professional during or after completion of such improvements; or

(C) prepare an internal lessons learned review of any project or services rendered for the purpose of improving the quality of services rendered by a design professional.

(11) "Peer reviewer" or "peer review committee" means an individual design professional or a committee of design professionals retained, employed, designated or appointed by:

(A) A state, county or local society of design professionals; or

(B) the board of directors, chief executive officer, quality control director, or employed design professional of a business entity authorized pursuant to K.S.A. 74-7036, and amendments thereto, to practice one or more of the technical professions specified in paragraph (2).

(b) (1) Except as provided by K.S.A. 60-437, and amendments thereto, and by subsections (c) and (d), the reports, statements, memoranda, proceedings, findings and other records submitted to or generated by any peer review committee or peer reviewer shall be privileged and shall not be subject to discovery, subpoena or other means of legal compulsion for their release to any person or entity or be admissible in evidence in any judicial or administrative proceeding. Information contained in such records shall not be discoverable or admissible at trial in the form of testimony by an individual who participated in the peer review process.

(2) The design professional who retains, employs, designates or appoints the peer reviewer or peer review committee is the holder of the privilege established by this



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section. This privilege may be claimed by such design professional and shall not be waived as a result of any disclosure by a peer reviewer or peer review committee.

(c) (1) Subsection (b) shall not apply to proceedings by the board in which a design professional contests the revocation, denial, restriction or termination of the license, registration, certification or other authorization to practice of the design professional. In any disciplinary proceeding conducted by the board in which admission of any peer review report, record or testimony is proposed by the licensee, the board shall hold the hearing in closed session when any such report, record or testimony is disclosed. Unless otherwise provided by law, in a disciplinary proceeding involving a design professional, the board may close only that portion of the hearing in which disclosure of a report or record privileged under this section is proposed. In closing a portion of a hearing as provided by this section, the presiding officer may exclude any person from the hearing location except the licensee, the licensee's attorney, the agency's attorney, the witness, the court reporter and appropriate staff support for either counsel.

(2) Upon motion of the design professional who is subject to the proceeding, a district court or the board shall make the portions of the agency record in which such report or record is disclosed subject to a protective order prohibiting further disclosure of such report or record.

(3) Such report or record shall not be subject to discovery, subpoena or other means of legal compulsion for its release to any person or entity. No person in attendance at a closed portion of a disciplinary proceeding shall at a subsequent civil, criminal or administrative hearing, be required to testify regarding the existence or content of a report or record privileged under this section which was disclosed in a closed portion of a hearing, nor shall such testimony be admitted into evidence in any subsequent civil, criminal or administrative hearing.

(4) In conducting a disciplinary proceeding, the board may review peer review committee process, records, testimony or reports but must ~~prove~~ its findings with independently obtained testimony or records which shall be presented as part of the disciplinary proceeding in open meeting of the board. Peer review committee process, records, testimony or reports received by the board shall not be subject to discovery, subpoena or other means of legal compulsion for their release to any person or entity and shall not be admissible in evidence in any judicial or administrative proceeding other than a disciplinary proceeding by the board.

(5) Offering such testimony or records in an open public hearing shall not be deemed a waiver of the peer review privilege relating to any peer review committee testimony, records or report.



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(d) Nothing in this section shall limit the authority, which may otherwise be provided by law, of the board to impose disciplinary action pursuant to K.S.A. 74-7026, and amendments thereto, against a design professional.

(e) (1) A peer review committee or peer reviewer may report to and discuss its activities, information and findings to other peer review committees or peer reviewers or to the design professional who retains, employs, designates or appoints the peer reviewer or peer review committee and to any officer, director or quality control director thereof without waiver of the privilege provided by subsection (b) and the records of all such peer review committees or peer reviewers relating to such report shall be privileged as provided by subsection (b).

(2) Each peer reviewer and member of a peer review committee shall be immune from civil liability for such acts so long as the acts are performed in good faith, without malice, and are reasonably related to the scope of inquiry of the peer review process. The immunity in this subsection is intended to cover only outside peer reviews by a third-party design professional who:

(A) Is not an employee, coworker, or partner of the design professional whose design is being peer reviewed; and

(B) has no other role in the project besides performing the peer review.

(f) No provision of this act shall be construed to supersede or conflict with the authority of the board of technical professions pursuant to K.S.A. 74-7001 et seq., and amendments thereto.

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K.A.R. 66

66-6-10. License statuses. Any licensee may elect to place the license, at the time of renewal, into one of the following license statuses:

(a) Active status shall require renewal every two years with the appropriate fee. The individual shall have 30 continuing education units (CEUs) of approved continuing education activities as required for renewal.

(b) Inactive status shall require renewal every two years with the appropriate fee. No CEUs shall be required for a licensee on inactive status. In order to qualify for inactive status, the individual shall have no pending disciplinary action.

An individual on inactive status shall not practice a technical profession in Kansas.

(c) Emeritus status shall require the individual to be at least 60 years of age. The individual shall submit a one-time application, with no fee and no proof of continuing education required. The individual shall have no pending disciplinary action. Any individual who chooses this license status may use that individual's professional title in conjunction with the word "emeritus." An individual on emeritus status shall not practice a technical profession in Kansas.

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Responsible Charge

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

Responsible charge can also refer to the management of a field of engineering services within an organization.

K.S.A. 74-70

74-7003. Definitions. ...

(u) "**Responsible charge**" means the application of personal supervision and professional judgment, and the incorporation of detailed knowledge with respect to the content of a technical submission by a licensee when applying the normal standard of care for the work that such licensee is licensed to perform.

K.A.R. 66

66-6-1. Seals and signatures. ...

(b)(1) After the licensee's seal has been applied to any document, the licensee shall apply the licensee's handwritten or authenticated digital signature and the date across the seal. The application of the licensee's seal and signature and the date shall constitute certification that the document on which the seal was applied was created by the licensee or under the licensee's **responsible charge**.

...

(c)(1) Except as provided in K.S.A. 74-7031, K.S.A. 74-7032, K.S.A. 74-7033, K.S.A. 74-7034, or K.S.A. 74-7042a and amendments thereto, each document, including drawings, technical reports, original land descriptions for the purpose of conveying an interest in real property, records, and papers, shall be sealed, signed, and dated by the licensee who prepared the document or by the licensee who is in **responsible charge**. The licensee shall seal, sign, and date only work within the licensee's area of licensure and competence. Unless the licensee is in **responsible charge**, that licensee shall not review or check technical submissions of another



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licensed professional or unlicensed person and seal the documents as the licensee's own work.

...

(f)(1) If a licensee who has **responsible charge** of the work is unavailable to complete the work, a successor licensee may assume **responsible charge** by performing all professional services, including developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work, under either of the following conditions:

(A) The work is a site adaptation of a standard design plan.

(B) The non-professional services, including drafting, are not required to be redone by the successor licensee but clearly and accurately reflect the successor licensee's work.

(2) The successor licensee shall have **responsible charge** over the work product.

(3) The successor licensee shall be responsible for compliance with this subsection.

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 P.E. examination and initial licensure. The Board does not track disciplines nor require them to be listed on seals.

Licensees should only undertake assignments when competently qualified by education and experience in that technical profession, and should not seal documents with subject matter outside their field of practice. The Board can assess if a registrant is deemed competent in a specific technical field and require a licensee to pass an exam.

K.A.R. 66

66-6-1. Seals and signatures. ...

... The licensee shall seal, sign, and date only work within the licensee's **area of licensure and competence**.

66-6-4. Professional conduct. ...

(c) The licensee shall not advertise to perform or undertake to perform any assignment involving a specific technical profession unless the licensee is licensed and **qualified by education and experience** in that technical profession, as defined in K.S.A. 74-7003, and amendments thereto.

(d) A licensee in any technical profession shall not affix a personal or digital signature, seal, or both to any plan or document dealing with **subject matter that is outside the licensee's field of practice** as defined by K.S.A. 74-7003, and amendments thereto.

(e) If the **competence** of any licensee to perform an assignment in a specific technical field is at issue, the licensee may be required by the board to pass an appropriate examination.



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Professional Conduct and Ethics

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

K.S.A. 74-70

74-7026. Discipline of licensees or holders of certificates of authorization; suspension or revocation of licenses or certificates of authorization; grounds; reinstatement of license or certificate of authorization, fees. (a) The board shall have the power to limit, condition, reprimand or otherwise discipline, suspend or revoke the license of any person who has engaged in any of the following conduct:

- (1) The practice of any fraud or deceit in obtaining a license or certificate of authorization issued under K.S.A. 74-7036, and amendments thereto;
- (2) any gross negligence, incompetency, misconduct or wanton disregard for the rights of others in the practice of any technical profession;
- (3) a conviction of a felony as set forth in the criminal statutes of the state of Kansas, of any other state or of the United States;
- (4) violation of any rules of professional conduct adopted and promulgated by the board or violation of rules and regulations adopted by the board for the purpose of carrying out the provisions of K.S.A. 74-7001 et seq., and amendments thereto; or
- (5) affixing or permitting to be affixed such licensee's seal or name to any documents which were not prepared by such licensee or prepared under the responsible charge of such licensee.

(b) The board shall have the power to limit, condition, reprimand or otherwise discipline, suspend or revoke the certificate of authorization of any business entity which has engaged in any conduct which would authorize the board to limit, condition, reprimand or otherwise discipline, suspend or revoke the license of a person under this section.

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(c) The board, for reasons it may deem sufficient, may reissue a license or certificate of authorization that has been revoked and may remove the suspension of the license or certificate of authorization, provided, seven or more members of the board vote in favor of such reissuance or removal of suspension. A new license or certificate of authorization, to replace any revoked or suspended license or certificate of authorization, may be issued, subject to rules and regulations of the board, and a charge of \$100 shall be made for the issuance of such license or \$150 for the issuance of a certificate of authorization.



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(d) Any action of the board pursuant to this section shall be subject to the provisions of the Kansas administrative procedure act.

74-7029. Unlawful acts; prosecution; assistance of attorney general and district or county attorney. (a) It shall be a class A misdemeanor for any person to:

(1) Practice or offer to practice or hold one's self out as entitled to practice any technical profession unless the person is licensed as provided in K.S.A. 74-7001 et seq., and amendments thereto, or holds a certificate of authorization issued under K.S.A. 74-7036, and amendments thereto;

(2) present or attempt to use, as such person's own, the license, certificate of authorization or seal of another;

(3) falsely impersonate any other practitioner of like or different name;

(4) give false or forged evidence to the board, or any member thereof, in obtaining a license or certificate of authorization;

(5) use or attempt to use a license or certificate of authorization that has expired or been suspended or revoked;

(6) falsely advertise as a licensed practitioner or as the holder of a certificate of authorization;

(7) use in connection with such person's name, or otherwise assume, or advertise any title or description intended to convey the impression that such person is a licensed practitioner or holds a certificate of authorization; or

(8) otherwise violate any of the provisions of K.S.A. 74-7001 et seq., and amendments thereto, or any rule and regulation promulgated by the board.

(b) For the purposes of subsection (a)(1), a person shall be construed to practice or offer to practice or hold one's self out as entitled to practice a technical profession if such person:

(1) Practices any branch of the technical professions;

(2) by verbal claim, sign, advertisement, letterhead, card or ~~in any~~ other way represents the person to be an architect, landscape architect, professional engineer, professional geologist or professional surveyor;

(3) through the use of some other title implies that such person is an architect, landscape architect, professional engineer, professional geologist or professional surveyor, or that such person is licensed to practice a technical profession; or

(4) holds one's self out as able to perform, or does perform, any service or work or any other service designated by the practitioner which is recognized as within the scope of the practice of a technical profession.



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(c) The attorney general of the state or the district or county attorney of any county, at the request of the board, shall render such legal assistance as may be necessary in carrying out the provisions of K.S.A. 74-7001 et seq., and amendments thereto. Upon the request of the board, the attorney general or district or county attorney of the proper county shall institute in the name of the state or board the proper proceedings against any person regarding whom a complaint has been made charging such person with the violation of any of the provisions of K.S.A. 74-7001 et seq., and amendments thereto. The attorney general, and such district or county attorney, at the request of the attorney general or of the board, shall appear and prosecute any and all such actions.

K.A.R. 66

66-6-4. Professional conduct. (a) For the purposes of this regulation, "licensee" shall mean an architect, a landscape architect, a professional engineer, a professional geologist, or a professional surveyor.

(b) If any licensee's professional judgment has been disregarded under circumstances in which the safety, health, or welfare of the public is endangered, the licensee shall inform the employer or client of the possible consequences, and the licensee shall notify the authority who issued the building permit or otherwise has jurisdiction.

(c) The licensee shall not advertise to perform or undertake to perform any assignment involving a specific technical profession unless the licensee is licensed and qualified by education and experience in that technical profession, as defined in K.S.A. 74-7003, and amendments thereto.

(d) A licensee in any technical profession shall not affix a personal or digital signature, seal, or both to any plan or document dealing with subject matter that is outside the licensee's field of practice as defined by K.S.A. ~~74-7003~~ 74-7003, and amendments thereto.

(e) If the competence of any licensee to perform an assignment in a specific technical field is at issue, the licensee may be required by the board to pass an appropriate examination.

(f) In all professional reports, statements, and testimony, each licensee shall meet the following requirements:

- (1) Be completely objective and truthful; and
- (2) include all relevant and pertinent information.

(g) When serving as an expert or technical witness before any court, commission, or



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other tribunal, each licensee shall express only opinions founded on the following:

- (1) An adequate knowledge of the facts at issue;
 - (2) a background of technical competence in the subject matter; and
 - (3) an actual, good-faith belief in the accuracy and propriety of the licensee's testimony.
- (h) If a licensee issues any statements, criticisms, or arguments on public policy matters that are inspired or paid for by any interested party or parties, those comments shall be prefaced by and include disclosure of the following:
- (1) The identity of each party on whose behalf the licensee is speaking; and
 - (2) the existence of any pecuniary interest of the licensee.
- (i) Each licensee shall disclose all known or potential conflicts of interest to employers or clients by promptly informing them of any business association, interest, or any other circumstances that could influence that licensee's judgment or the quality of the licensee's services.
- (j) A licensee shall not accept compensation, financial or otherwise, from more than one party for services on the same project or for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
- (k) A licensee shall not solicit or accept financial or other valuable consideration, directly or indirectly, from either of the following:
- (1) Material or equipment suppliers for specifying their products; or
 - (2) contractors, their agents, or other parties in connection with work for employers or clients for which the licensee is responsible.
- (l) A licensee shall not solicit a contract from a governmental body on which a principal or officer of the licensee's organization serves as a member, except upon public disclosure of all pertinent facts and circumstances and consent of the appropriate public authority.
- (m) A licensee shall not offer, directly or indirectly, to pay a ~~commission~~ commission or other consideration or to make a political contribution or other gift in order to secure work, except for payment made to an employment agency for its services.
- (n) In all contacts with prospective or existing clients or employers, each licensee shall accurately represent the licensee's qualifications and the scope of the licensee's responsibility in connection with work for which the licensee is claiming credit.
- (o) A licensee shall not be associated with, or permit the use of the licensee's personal name or firm name in, a business venture being performed by any person or firm that the licensee knows, or has reason to believe, is engaging in either of the



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following:

- (1) Business or professional practice of a fraudulent or dishonest nature; or
- (2) a violation of K.S.A. 74-7001 et seq., and amendments thereto, or the regulations promulgated and adopted by the board, or both.
- (p) Each licensee with knowledge of any alleged violation of K.S.A. 74-7001 et seq., and amendments thereto, or the regulations promulgated and adopted by the board, or both, shall report the alleged violation to the board.
- (q) Each licensee shall cooperate with the board in its investigation of complaints or possible violations of K.S.A. 74-7001 et seq., and amendments thereto, and the regulations of the board. This cooperation shall include responding timely to written communications from the board, providing any information or documents requested within 30 days of the date on which the communication was mailed, and appearing before the board or its designee upon request.
- (r) A licensee shall not assist any person in applying for licensure if the licensee knows that person to be unqualified with respect to education, training, experience, or character.
- (s) Conviction of a felony or the revocation or suspension of a professional license by another jurisdiction, if for a cause that in Kansas would constitute a violation of Kansas law or of these regulations, or both, shall constitute unprofessional conduct.
- (t) A licensee shall not violate any order of the board.
- (u) Each professional surveyor shall comply with the minimum standards for the practice of professional surveying adopted by reference in K.A.R. 66-12-1.
- (v) Each licensee shall take appropriate measures to ensure that the licensee's drawings and specifications meet the following requirements:
 - (1) Remain the property of the licensee regardless of whether the project contemplated was executed;
 - (2) are not utilized for projects that were not contemplated at the time of the completion of the drawings and specifications; and 285-b9t
 - (3) are not used by the client on any other projects, including additions to the contemplated project, unless the licensee defaults or agrees in writing to this use.



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Sign and Seal Requirements

Engineering seal and signature requirements are found in K.A.R. 66-6-1. Here are highlights that may differ from requirements in other states:

- Seal outer diameter 1.625"
- Hand signature and date location to be over the seal
- Ink color not specified
- Acceptable forms of signature:
 - Original hand sign and seal (rubber stamp, embossed, or printed seal image)
 - Digital/electronic signature requirements:
 - Digital seal image
 - Unique to registrant
 - Able to be verified
 - Under sole control of the licensee
 - Signature invalidated with document changes (or changes are prevented)
 - Adobe, Bluebeam, & DocuSign e-signatures appear acceptable
- Photocopies, scans and print-outs of sealed documents are acceptable
- Drawing set options:
 - Seal every sheet
 - Digital seal first page of pdf set with all sheets under a single licensee
 - Seal certification block on first page with list of responsible drawings and seals for each engineer/discipline
- Specification options:
 - Cover or index page
 - For multiple engineers, indicate responsibility for each section
- Report options:
 - Seal first or last page



Laws and Rules

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



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K.A.R. 66

66-6-1. Seals and signatures. (a) Each licensee, within 30 days of a license being issued, shall obtain a seal of the design approved by the board in compliance with K.S.A. 74-7023, and amendments thereto, and this regulation. The seal shall be made of two concentric circles. The outer circle shall be 1 5/8 inches in diameter. The inner circle shall be 1 1/16 inches in diameter and shall contain the words "LICENSED" at the top of the circle and "KANSAS" at the bottom of the circle and the number of the license certificate in the center. The area between the two circles shall, except as provided in this subsection, contain the licensee's name as it appears on that individual's license at the top of the circle and the licensee's profession at the bottom of the circle.

The seal may contain, before the licensee's surname, an abbreviated form of the licensee's given name or a combination of initials representing the licensee's given name. The seal may be a rubber stamp, an embossed seal, or a digital seal.

(b)(1) After the licensee's seal has been applied to any document, the licensee shall apply the licensee's handwritten or authenticated digital signature and the date across the seal. The application of the licensee's seal and signature and the date shall constitute certification that the document on which the seal was applied was created by the licensee or under the licensee's responsible charge.

(2) After a licensee has applied the seal, handwritten or digital signature, and date to a document, that document may be reproduced as necessary for the project in accordance with applicable law.

(3) Any licensee may use a digital signature if the digital signature authentication process meets all of the following requirements:

(A) Is unique to the licensee using the digital signature;

(B) is able to be verified;

(C) is under the sole control of the licensee using the digital signature; and

(D) is linked to an electronic document bearing the digital signature in such a manner that the signature is invalidated if any data in the document is altered.

(4) Each transmitted or stored electronic document containing a digital signature shall bear the signature, date of signing, and seal, which shall be a confirmation that the electronic document was not altered after the initial digital signing of the document. If the electronic document is altered, the signature, date, and seal shall be void.

(c)(1) Except as provided in K.S.A. 74-7031, K.S.A. 74-7032, K.S.A. 74-7033, K.S.A. 74-7034, or K.S.A. 74-7042a and amendments thereto, each document, including



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drawings, technical reports, original land descriptions for the purpose of conveying an interest in real property, records, and papers, shall be sealed, signed, and dated by the licensee who prepared the document or by the licensee who is in responsible charge. The licensee shall seal, sign, and date only work within the licensee's area of licensure and competence. Unless the licensee is in responsible charge, that licensee shall not review or check technical submissions of another licensed professional or unlicensed person and seal the documents as the licensee's own work.

(2) Documents required to be sealed, signed, and dated shall include the following:

(A) Any document submitted to any public or governmental agency, a client, or a user for final approval or recording; and

(B) each revision to a sealed, signed, and dated document, which shall be identified and sealed, signed, and dated by the licensee responsible for the revision.

(d)(1) The following documents shall be sealed, signed, and dated as specified in this subsection:

(A) For a set of drawings, in one of the following ways:

(i) On each drawing sheet of a set of drawings;

(ii) only on the first sheet of a multisheet set of project drawings if a digital signature authentication process meeting all the requirements in this regulation and capable of digitally linking all drawing sheets to a licensee's area of responsibility is utilized; or

(iii) in a certification block displaying the seal, signature, and date of each licensee in responsible charge and designating the drawing sheets for which each licensee is responsible, which shall be included on the cover sheet or first drawing sheet of the set of drawings;

(B) for project-specific technical specifications, on the cover sheet or index page. If multiple licensees contribute to these specifications, each licensee shall also designate each part for which that licensee is responsible;

(C) for each technical report or survey plat, on the first or last page;

(D) for original land descriptions for the purpose of conveying an interest in real property, on the first or last page;

(E) for each manufacturer's design document submitted in response to a project's delegated design requirements, including performance specifications or drawings for a specific system or components that are not commonly manufactured items standard for order, and prepared by or under the direct supervision of a Kansas licensee, with the submittal sealed, signed, and dated by the manufacturer's Kansas licensee as specified in paragraph (d)(1)(A) or (B); and



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(F) for modified standard details or drawings required by a public agency to be incorporated in a project, on the cover sheet or index page of the document.

(2) For multiple seals, each licensee shall affix that individual's seal and signature to the document and shall designate the specific subject matter for which that licensee is responsible, in a note under that licensee's seal or in the title or index sheet indicating the document to which the seal applies.

(e) The documents not required to be sealed, signed, and dated shall include the following:

(1) A working drawing or preliminary document, if the working drawing or preliminary document contains a statement in large, bold letters stating "PRELIMINARY, NOT FOR CONSTRUCTION, RECORDING PURPOSES, OR IMPLEMENTATION" or words of comparable meaning; and

(2) published standard details, drawings, or specifications adopted by a municipal, county, or public agency, if incorporated in that agency's own projects. These documents shall be referenced within the project's set of drawings when used.

Nothing in this subsection shall relieve a licensee of the duty of professional conduct.

...

Board Sign and Seal FAQs

Can I email my seal for approval?

Yes. You can email it to ksbtpadmin@ks.gov. If any changes are required for your seal to be approved you will be contacted by your preferred email and/or phone number. You will not receive notice of seal approval.

How do I format my name?

The name on your seal needs to match your signature. If you do not use your middle name or initial in your signature, leave it out of the seal. 285-bqt

Where do I sign?

Sign and date across the middle of the seal.

Can I electronically sign my seal?

We allow digital signatures, but not electronic signatures. A digital signature is under the direct control of the licensee typically with a PIN lock, is able to be able to be verified, and is unique to the person using it. An electronic signature is an image of the licensee's signature placed on top of the seal and is not allowed. See K.A.R. 66-6-1 for more information.



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My letter said I had 30 days to provide you a copy of my seal and I haven't received my seal yet.

Email or mail a letter to the Board asking for an extension. A seal must be received within 60 days from date of licensure or the license may be suspended.

Do I need to submit a form with my seal?

No. You can stamp any piece of paper, scan and email/mail it to our office.

Was my seal approved? When will I hear back?

You will only hear back from us if there is an issue with your seal. You can call/email if you want to insure your seal is approved.

Where do I get a seal?

Kansas allows rubber stamps, embossed seals and computer-generated seals. You can get a rubber stamp or embossed seal at any office supply store that sells custom products. The Board cannot recommend a specific vendor for purchasing your seal.

Does the business need a seal?

Kansas regulations do not require that the business have its own seal.

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Continuing Education

Per K.A.R. 66-14, the following continuing education is required every 2-year renewal period, where PDH (professional development hour) is the same as CEU:

- 30 PDH/CEU
- Course/activity content:
 - Definable purpose and objective relevant to licensee's field of practice
 - Maintain, improve, or expand the skills and knowledge relevant to the practice of a technical profession and necessary to safeguard health, safety, property, and welfare
 - Reinforces the need for life-long learning in order to stay current with changing technology, changing procedures, changing processes, and established standards
 - Can include courses that strengthen or maintain competency in technical, managerial, business, ethics, or engineering software
 - Board does NOT pre-approve providers or specific courses for engineering
- Minimum 24 PDH related to health, safety, property, and welfare (HSPW):
 - Technical and professional subjects that safeguard the public
 - Evaluation, design, construction, utilization, planning, engineering, implementation, construction, testing, operation, maintenance, and renewal of engineered systems in the built environment
 - Within any of the following areas:
 - Engineering practice management
 - Project management related to engineering
 - Programming, analysis and evaluation of project requirements, constraints, and opportunities
 - Planning and design related to the preliminary design of sites, buildings, and environmental considerations
 - Project development and documentation related to the integration of building systems, material selection, and material assemblies
 - Construction and evaluation focused on areas related to construction contract administration and post-occupancy evaluations
 - Maximum 10 HSPW in an 24-hour period
- Maximum 5 self-study CEUs
 - Correspondence (online) courses are listed separately from self-study
- Maximum 15 PDH carried over to next renewal period
- Retain PDH records for minimum 4 years
- Renewal date April 30:
 - Even years for last name beginning with A to L
 - Odd years for last name beginning with M to Z



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Laws and Rules

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

K.A.R. 66

66-6-6. Renewal of licenses and certificates of authorization. (a) Each licensee whose last name begins with one of the letters A through L shall renew the license in even-numbered years. Each licensee whose last name begins with one of the letters M through Z shall renew the license in odd-numbered years. A notice shall be issued by the board to each licensee during the appropriate renewal year, and not later than 30 days before the following expiration dates:

(1) Architects	June 30;
(2) landscape architects	December 31;
(3) professional engineers	April 30;
(4) professional geologists	June 30; and
(5) professional surveyors	March 31.

(b) Each business entity whose name begins with one of the letters A through L shall renew its certificate of authorization in even-numbered years. Each business entity whose name begins with one of the letters M through Z shall renew its certificate of authorization in odd-numbered years. A notice shall be issued by the board to each business entity during the appropriate renewal year, and not later than 30 days before the December 31 expiration date.

66-14-1. Requirements. (a) Except as provided in subsections (b) and (c), each licensee shall have completed 30 continuing education units (CEUs) of acceptable continuing education activities during the two-year period immediately preceding the biennial renewal date established in K.A.R. 66-6-6 as a condition for license renewal. At a minimum, 24 of the required 30 CEUs shall be related to health, safety, property, and welfare (HSPW). If the licensee exceeds the requirement in any renewal period, the licensee may carry a maximum of 15 HSPW CEUs forward into the subsequent renewal period. Any licensee may obtain a maximum of 10 HSPW CEUs in any 24-hour period.

(b) Each licensee renewing a license in more than one profession shall have completed 20 HSPW CEUs for each profession every two years before renewal. At least 16 of the required 20 CEUs for each profession shall be HSPW CEUs. The number of CEUs that may be carried over into the next renewal period for each licensee renewing in more than one profession shall not exceed 15 HSPW CEUs in



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each technical profession.

(c)(1) Each professional surveyor shall complete at least two CEUs of preapproved continuing education activity on the Kansas minimum standards adopted by reference in K.A.R. 66-12-1(b).

(2) Each provider of a continuing education activity on the Kansas minimum standards specified in paragraph (c)(1) shall submit an application for preapproval of the continuing education activity on a form provided by the board.

(3) To qualify for preapproval, each continuing education activity shall meet the following conditions:

- (A) The continuing education activity has a definable purpose and objective.
- (B) The continuing education activity is created and conducted by a person qualified in the subject area.
- (C) The continuing education activity equals two contact hours.
- (D) A certificate will be provided to the participant upon completion of the continuing education activity.

66-14-2. Definitions. Each of the following terms used in this article of the board's regulations shall have the meaning specified in this regulation:

(a) "College or university course continuing education unit" means a continuing education unit acceptable to the board for successfully completing a semester credit hour in a course. One semester credit hour shall be the equivalent of 15 CEUs.

(b) "Contact hour" means one clock-hour of at least 50 minutes of instruction or presentation of a continuing education activity.

(c) "Continuing education activity" means an activity that meets the following requirements:

- (1) Enhances a licensee's level of technical, professional, managerial, or ethical competence in order to further the goal of protecting the health, safety, property, and welfare of the public (HSPW); and
- (2) reinforces the need for life-long learning in order to stay current with changing technology, changing procedures, changing processes, and established standards.

(d) "Continuing education unit" and "CEU" mean a unit of credit accepted by the board for participation in a continuing education activity as specified in K.A.R. 66-14-3. One contact hour shall be the equivalent of one CEU.

(e) "Sponsor" means an individual, organization, association, institution, or other entity that provides a continuing education activity for the purpose of fulfilling the continuing educational requirements of these regulations.



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66-14-3. Continuing education activities. (a) Continuing education activities that meet the continuing education requirement shall include the following:

- (1) Attending professional or technical presentations at meetings, conventions, or conferences;
 - (2) attending in-house programs sponsored by corporations or other organizations;
 - (3) successfully completing seminars, tutorials, short courses, correspondence courses, televised courses, or videotaped courses;
 - (4) making professional or technical presentations at meetings, conventions, or conferences;
 - (5) teaching or instructing, as described in K.A.R. 66-14-5(d);
 - (6) authoring published papers, articles, or books;
 - (7) serving as an officer or committee member of a technical profession society or organization, as described in K.A.R. 66-14-5(f);
 - (8) successfully completing a course semester credit hour at an approved college or university; and
 - (9) successfully completing health, safety, property, and welfare continuing education activities, which shall include instruction in technical and professional subjects that safeguard the public and that are within any of the following areas necessary for the evaluation, design, construction, utilization, planning, engineering, implementation, construction, testing, operation, maintenance, and renewal of engineered systems in the built environment:
 - (A) Practice management focused on areas related to the management of the licensee's practice and details of running a business;
 - (B) project management focused on areas related to the management of projects through execution, in the profession of the licensee;
 - (C) programming and analysis focused on areas related to the evaluation of project requirements, constraints, and opportunities;
 - (D) project planning and design focused on areas related to the preliminary design of sites, buildings, and environmental considerations;
 - (E) project development and documentation focused on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project; or
 - (F) construction and evaluation focused on areas related to construction contract administration and post-occupancy evaluation of projects.
- (b) Each of the continuing education activities identified in paragraphs (a)(1), (2), (3), (8), and (9) shall meet all of the following conditions:



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- (1) The continuing education activity has a definable purpose and objective relevant to the licensee's field of practice.
- (2) The program is conducted by a person qualified in the subject area.
- (3) The licensee retains a record of registration and attendance.

66-14-5. Computation of credit. Continuing education activities shall be measured in continuing education units (CEUs) and shall be computed as follows:

(a) Successfully completing one contact hour of coursework or seminars at meetings, conventions, conferences, or in-house programs shall be the equivalent of one CEU.

(b) Taking an educational tour of a technically significant project shall be the equivalent of one CEU for each toured project, if the tour is conducted by a sponsor including a college, university, or professional organization.

(c) Preparation and making presentations, as specified in K.A.R. 66-14-3(a)(4), shall constitute four CEUs for the first contact hour of presentation plus one CEU for each additional contact hour of presentation.

(d) Teaching credit shall be valid for teaching a course or seminar in its initial presentation only. Full-time faculty at a college, university, or other educational institution shall otherwise not receive teaching credit for teaching their regularly assigned courses. Teaching or instructing a new college or university course for the first time shall be the equivalent of 10 CEUs.

(e) Authoring a published paper, article, or book shall be the equivalent of one of the following:

- (1) 10 CEUs for each book or published paper in the licensee's area of professional practice; or
- (2) five CEUs for each paper or article in the licensee's area of professional practice.

(f) Serving as an officer or committee member of a technical or professional society or public commissions organization shall be the equivalent of two CEUs. Continuing education units shall be limited to two CEUs for each organization and shall not be earned until the completion of each year of service.

(g) Serving as a mentor or sponsor for the architectural experience program (AXP) of the national council of architectural registration boards (NCARB) shall be the equivalent of two CEUs annually.

(h) Successfully completing one university semester hour of credit shall be the equivalent of 15 CEUs.

(i) Successfully completing one contact hour of professional development self-study



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coursework that is offered by a third-party sponsor with evidence of achievement with a final graded test shall be the equivalent of one CEU. A maximum of five self-study CEUs may be applied in any one renewal period. Proof of course completion shall be required.

66-14-6. Exemptions. To qualify for an exemption from the continuing education requirement, the licensee shall submit an application to the board documenting the existence of one of the following conditions:

- (a) The licensee is renewing for the first time.
- (b) The licensee is called to active duty in the armed forces of the United States for a period exceeding 120 consecutive days in a renewal period. This individual may be exempt from obtaining 15 CEUs of the 30 CEUs required during the renewal period.
- (c) The licensee chooses to have the license placed on inactive status or emeritus status as specified in K.A.R. 66-6-10. If the licensee elects to return to practice, the licensee shall earn 30 CEUs for the last renewal period or shall meet the requirement specified in K.A.R. 66-14-1(b).

66-14-7. Records. (a) Each licensee shall maintain records on forms prescribed by the board to support the continuing education units claimed by the licensee.

The records shall include the following:

- (1) A log showing the type of continuing education activity claimed and the number of CEUs earned; and
- (2) supporting documentation, which may include documentation of either of the following:
 - (A) Presentations or attendance at meetings, conventions, conferences, programs, seminars, and similar functions, which shall be documented by verification records in the form of completion certificates, sign-in sheets, or other documents supporting evidence of attendance; or
 - (B) authoring published papers, articles, or books, which shall be documented by proof of publication.

(b) Each licensee shall maintain the records specified in subsection (a) for at least four years and shall provide a copy to the board, upon request.

66-14-8. Reinstatement. Any individual may apply for reinstatement of a cancelled license by performing the following:

- (a) Submitting an application for reinstatement;
- (b) paying the required reinstatement fee; and



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(c) providing evidence of obtaining 30 CEUs in the immediately preceding two-year period.

66-14-9. Proof of compliance. Each licensee shall provide proof of meeting the continuing education requirements of the board. If the licensee fails to furnish the information required by the board, the individual's license shall not be renewed.

66-14-12. Disallowance. If the board disallows any continuing education units claimed by an applicant for license renewal or reinstatement, the applicant shall have 120 days after notification of the disallowance to substantiate the original claim or to earn other continuing education units to meet the minimum requirement.

Board Website - Continuing Education Guidelines

1. All persons licensed as an Architect, Professional Engineer, Professional Land Surveyor, Landscape Architect and Professional Geologist in the state of Kansas must acquire 30 Continuing Education Units (CEUs) every two years before renewing their license. At a minimum, 24 of the required 30 CEUs shall be related to health, safety, property, and welfare (HSPW). Any licensee may obtain a maximum of 10 HSPW CEUs in any 24-hour period. A maximum of five self-study CEUs may be applied in any one renewal period. Proof of course completion shall be required. All licensed technical professionals will be required to document their CEUs by maintaining a list of activities and sign a statement that they have met this requirement before renewing. If the licensee is selected for an audit, he/she will be asked to submit proof supporting the required CEUs.

- a. See paragraph 20 for a suggested list of typical qualifying CEU activities and paragraph 21 for a list of non-qualifying activities.
- b. Dual License Requirement: Each licensee renewing a ~~license~~ in more than one profession shall have completed 20 HSPW CEUs for each profession every two years before renewal. At least 16 of the required 20 CEUs for each profession shall be HSPW CEUs. The number of CEUs that maybe carried over into the next renewal period for each licensee renewing in
- c. Professional Surveyors shall complete two (2) CEUs on the Kansas Minimum Standards, as adopted by K.A.R. 66-12-1, in each two-year renewal period.



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Purpose

2. Purpose of the Continuing Education requirement is to reinforce the need for lifelong learning in order to stay current with changing technology, equipment, procedures, processes, tools and established standards. Qualifying activities must have a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to the practice of a technical profession and necessary to safeguard health, safety, property and welfare. The licensee is given flexibility in selecting among a broad range of subjects that are intended to strengthen or maintain competency in technical, managerial (business) or ethical fields. Licensees are encouraged to select meaningful activities which will be of benefit in the pursuit of their chosen field. See paragraph 20 for a suggested list of typical qualifying CEU activities and paragraph 21 for a list of non-qualifying activities.

Continuing Education Unit (CEU)

3. Continuing Education Unit (CEU) is defined as one nominal contact hour of instruction or presentation.

1. Seminar example: the maximum CEU for a seminar that starts at 8 a.m. and ends at 5 p.m. with an hour lunch is eight (8) CEUs. Short breaks are permissible as long as a minimum of 50 minutes of presentation/participation per hour is undertaken. If there are no breaks, or there are breaks of less than 10 minutes per hour, no additional time may be claimed. Seminar presenters may attempt to take the number of elapsed minutes (such as 8 hours times 60 minutes) and then divide by 50 to arrive at the CEU for which the seminar is advertised. This would result in over nine CEUs in an eight-hour period which is not permitted. CEUs cannot exceed the actual contact clock hours.

Round

4. Round off CEUs to the nearest half-hour. No activity under a quarter-hour will be accepted for credit. For example, a qualifying activity of 30 to 49 minutes would be reported as 0.5 CEU and an activity of 50 to 60 minutes would be reported as 1.0 CEU.

Carry Over Hours

5. Carry Over Hours If you have over 30 qualifying CEUs in your last renewal, a maximum of 15 qualifying CEUs may be forwarded to the subsequent renewal period. If a licensee claims carry over CEUs from the prior reporting period, the



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Continuing Education Audit Report Form and all attendance verification records for the prior period must also be submitted.

Record Keeping

6. Record Keeping is the responsibility of the licensee. The required records must be maintained for a minimum of four years for auditing purposes. Examples of records required include, but are not limited to:

1. Continuing Education Audit Report Form; and,
2. Attendance verification records in the form of documentation which includes completion certificates, AIA transcript(s), NCEES CPC report(s), signed attendance receipts, a copy of a listing of all attendees signed by a person in responsible charge of the activity or other documentation verifying attendance and PDHs credits earned. If audited, submission of specific information on each activity is required. Simply stating “attending education activities at ABC Company” is not acceptable.

Semester Hour Credit for College Courses

7. Semester Hour Credit for College Courses – To qualify for this credit, a course must meet regularly and participants tested with a passing grade required. The course must deal with technical/design subjects or business practice, as listed under paragraph 20. One credit semester hour is converted to 15 CEUs or if on a quarterly credit system, 7.5 CEUs per credit quarterly hour.

Short Courses/Seminars Interactive Activities

8. Short Courses/Seminars Interactive Activities – Active participation and successful completion of short courses or seminars dealing with technical/design subjects sponsored by colleges or universities; technical presentations on subjects which are held in conjunction with conventions or at seminars related to materials use and function; short courses or seminars relating to business practice or new technology and offered by colleges, universities, professional organizations or system suppliers. (One (1) CEU credit for each contact hour.)



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Professional Service

9. Professional Service to the public that draws upon the licensees' professional expertise on boards or commissions. (A maximum of two (2) CEUs per organization per year.)

Teaching Credits

10. Teaching Credits – Teaching credit shall be valid for teaching a course or seminar in its initial presentation only. Full-time faculty at a college, university, or other educational institution shall otherwise not receive teaching credit for teaching their regularly assigned courses. Teaching or instructing a new college or university course for the first time shall be the equivalent of 10 CEUs.

Published Papers, Articles or Books

11. Published Papers, Articles or Books – Five (5) CEUs may be claimed for technical/design research which is published or formally presented in a circulated technical journal or trade magazine. Credit cannot be claimed until that article or paper is actually published. 10 CEUs may be claimed for each published book. (Maximum of ten (10) CEUs per two-year renewal period.)

Active Participation in Professional and Technical Societies

12. Active Participation in Professional and Technical Societies includes all technical and professional societies, but does not include civic or trade organizations. CEUs are awarded only for those portions of the meeting that meet the requirements of K.A.R. 66-14. Licensees serving as an officer or member of a committee in a technical society or organization shall earn a maximum of two (2) CEUs annually per organization. Licensees serving as a mentor or sponsor for NCARB's Architectural Experience Program (AXP) shall earn a maximum of two (2) CEUs annually. CEU credits are not earned until the end of each year of service is completed.

Pre-Approval of CEU Activities

13. Pre-Approval of CEU Activities: The Board does not pre-approve courses or activities with the exception of courses or activities related to Kansas Minimum Standards for Boundary Surveys and/or Mortgage Title Inspections and can only distribute information on what is and is not acceptable. With the broad range of opportunities to earn CEUs, it is up to the licensee to determine whether the activity qualifies under this Board's requirements. For example, programs presented on



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topics that are not relevant to your profession should not be claimed for CEU credit. The Board has final approval of CEU credit.

Audits

14. Audits will be randomly conducted each two-year renewal period to insure compliance with the Board's requirements. If selected for audit, you will be contacted to provide necessary documentation. Your records must be maintained for a period of four (4) years and copies must be furnished, upon request, to the Board for audit verification purposes. If, in its review, the Board finds that a CEU claimed is not acceptable, the Board shall inform the licensee of the criteria that has not been adhered to and he/she will have 120 days from the date of notification in which to substantiate the original claim or to earn other credits to meet the minimum requirements.

Exemptions

15. Exemptions are provided for licensees who are in their first renewal period; licensees serving honorably on full-time active duty in the armed forces of the United States; and, for those licensees who attest in the required renewal that for not less than twenty-one (21) months of the preceding two (2) year period of licensure, the licensee is a government employee working as a technical professional and assigned to duty outside the United States. If you are exempt, you must complete the renewal form, submit the renewal fee, and attach supporting documentation for the exemption.

Renewal Period

16. Renewal Period – Renewals are biennial. Each licensee whose last name begins with one of the letters A through L shall renew the license in even-numbered years. Each licensee whose last name begins with one of the letters M through Z shall renew the license in odd-numbered years. A written notice will be issued by the board to each licensee during the appropriate renewal year, and not later than 30 days before the following expiration dates:

1. architects, June 30
2. landscape architects, December 31
3. professional engineers, April 30
4. professional geologists, June 30
5. professional surveyors, March 31



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To renew, the licensee must have obtained 30 qualifying CEUs within the two years immediately preceding the renewal date. For a renewal to be processed, the licensee must either certify that he or she has completed the required CEUs or elect to place their license in an INACTIVE status. Failure to do either will result in the automatic expiration of the license.

Inactive Status

17. Inactive Status – Please note that at the time of renewal, you will have the option of placing your license in an inactive status. You do not have to show completion of any CEUs but you must submit the renewal fee and your renewal form prior to the deadline.

Reinstatement from Inactive Status and Continuing Education Requirements

18. Reinstatement from Inactive Status and Continuing Education

Requirements: If a license is cancelled, a Reinstatement Application must be completed and the applicant must submit proof of 30 qualifying CEUs earned in the previous 2 years from the date of the application for Board review.

Expiration

19. Expiration – Failure to renew shall automatically cause the license to expire and be void. The holder of the expired license or certificate shall have no rights or privileges under such license, but may within the discretion of the Board, be relicensed under the licensee’s original license number providing the individual pays the required fee and satisfies the Board of their proficiency.

Typical Qualifying Continuing Education Activities

20. Typical Qualifying Continuing Education Activities

- a. Contact hours in attendance at short courses, seminars, tutorials, workshops, correspondence courses, video courses, webinars or in-house corporate sponsored educational programs or training which relates to the practice of a technical/design professional. Correspondence courses must show evidence of achievement with a final graded test. Acceptable verification: signed completion certificates, sign-in sheets, conference programs. Attendee lists without signatures, receipts and/or emails verifying registration for an event will NOT be accepted as verification of attendance.
- b. Attending technical or professional society meetings when a topic related to the licensee’s professional practice is presented as a principal part of the program.



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Acceptable verification: meeting minutes showing attendance and topics of discussion and duration.

- c. Class preparation for post-secondary teaching of design/technical courses for the first time only. Acceptable verification: a catalog offering that contains your name as the instructor; if that is unavailable, provide a letter from the employing agency.
- d. Preparing and conducting presentations at conferences and similar events sponsored by professional organizations for the first time only. (Maximum of three (3) CEUs per one contact hour course or seminar). Acceptable verification: conference programs with your name or a letter from the employing agency.
- e. Computer software instructional courses which directly relate to the licensee's technical profession. Acceptable verification: signed completion certificate.
- f. Management or ethical courses which directly relate to the technical/design profession. Acceptable verification: signed completion certificates, sign-in sheets.
- g. Educational tours of technically significant projects where the tour is conducted by a qualified sponsor such as a college, university or professional organization. Acceptable verification: certificate of attendance or participation with your name or AIA transcript.
- h. Serving as a mentor or sponsor for the Architectural Experience Program (AXP) of NCARB. (Maximum of two (2) CEUs annually). Acceptable verification: NCARB forms that show fulfillment of responsibility as a mentor or supervisor.
- i. Professional service to the public that draws upon the licensee's professional expertise on boards or commissions, such as: serving on planning commissions, park boards, building code advisory boards, urban renewal boards, code study committees, city council, county commissions or state boards. (Maximum of two (2) CEUs annually per organization). Acceptable verification: meeting minutes showing attendance or official document showing leadership role or committee membership.
- j. Self-study courses sponsored by the National Council of Architectural Registration Boards, AIA or similar organizations. Acceptable verification: signed completion certificate or AIA transcripts.

Note: event announcements, emails confirming event registration, payment verifications (receipts), "accepted" calendar invites and "my internal learning" logs without accompanying certificates are **not** considered acceptable documentation.



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Typical Non-Qualifying Activities

21. Typical Non-Qualifying Activities

- a. Regular employment
- b. Real Estate licensing courses
- c. CPR/First Aid courses
- d. Personal, estate or financial planning
- e. Non-technical computer software courses
- f. Personal self-improvement
- g. Service club meetings or activities
- h. Equipment demonstrations or trade show displays
- i. Topics not relevant to licensee's profession
- j. Enrollment without attendance at courses, seminars, etc.
- k. Repetitive attendance or teaching of the same course
- l. Attending committee meetings or general business meetings of any organization
- m. Conversational language courses for personal use
- n. Tours of site development, buildings, structures, schools, museums and such unless there is a clear objective to maintain and strengthen competency in the technical aspects of the technical/design profession.

Self Study

22. Self Study

- a. Successfully completing one contact hour of professional development self-study coursework that is offered by a third-party sponsor with evidence of achievement with a final graded test shall be the equivalent of one CEU. A maximum of five self-study CEUs may be applied in any one renewal period. Proof of course completion shall be required.

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Board Continuing Education Audit Report Form For Audit

Date of Activity	Title/ Presenter's Name	Sponsoring Organization	Type of Documentation Submitted	PDHs Claimed	Office Use Only
TOTAL PDHS CLAIMED (Not to exceed 30)					
I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS FORM ARE TRUE AND CORRECT.					
Affix your seal and signature here					



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Helpful References

Kansas Board of Technical Professions (KSBTP)

General website:	https://www.ksbtp.ks.gov/home
License renewal:	https://www.ksbtp.ks.gov/i-want-to/renew-my/individual-license
Engineers page:	https://www.ksbtp.ks.gov/for-individuals/professions/engineers
Laws & Rules:	https://www.ksbtp.ks.gov/statutes-rules/ksbtp-statutes-rules-regulations
K.S.A. 74-70:	https://www.ksrevisor.org/statutes/ksa_ch74.html
K.A.R. 66:	https://www.kssos.org/publications/pubs_kar_Regs.aspx?KAR=66&Srch=Y
Continuing Ed.:	https://www.ksbtp.ks.gov/for-individuals/continuing-education
Form C.E. Audit:	https://www.ksbtp.ks.gov/for-individuals/continuing-education/forms

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