



A SunCam online continuing education course

Maine Laws and Rules for Engineers

by

Mark Ludwigson



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

Course Outline:

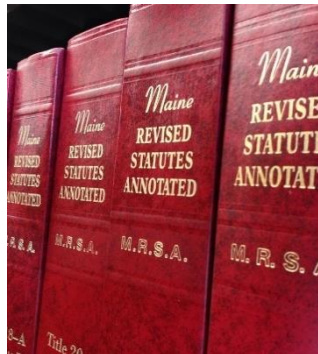
Maine Revised Statutes
Laws of the Board
Code of Maine Rules
Rules of the Board
State Board
Practice of Professional Engineering
Responsible Charge
Engineering Disciplines
Professional Conduct and Ethics
Sign and Seal Requirements
Continuing Education
Helpful References
Examination



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

Maine Revised Statutes

State laws (called statutes) are enacted by the Maine 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to the *Maine Revised Statutes* in the appropriate locations with numbering, formatting, and removal of replaced or repealed statutes.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 *Maine Revised Statutes Annotated* (M.R.S.A. or MRSA).

The Maine Revised Statutes is divided into dozens of titles. Laws with relevance to engineering are in Title 32, Chapter 19, which is cited as 32 M.R.S.A. Chap. 19, 32 M.R.S.A. §1251-1362, or Laws of the Board. The organization is as follows:

Maine Revised Statutes

- Title 32: Professions and Occupations
 - Chapter 19: Engineers
 - Subchapters :1 to 3
 - Sections 1251 to 1362

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.



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

Laws of the Board

The law dedicated to the practice of engineering is 32 M.R.S.A. Chap. 19, known as the “Laws of the Board”. The Laws of the Board gives authority to the *Maine Board of Licensure for Professional Engineers* (Board) to enact the laws and manage licensing. The following is the contents with **bold** sections being of particular importance for practicing professional engineers.

Title 32, Chapter 19: ENGINEERS

Subchapter 1: GENERAL PROVISIONS

32 §1251. Definitions

32 §1252. Other legally recognized professions not affected

32 §1253. Corporations, partnerships and associations

32 §1254. Public works

32 §1255. Exemptions

32 §1256. Violations; penalties; injunction

Subchapter 2: STATE BOARD OF LICENSURE

32 §1301. Appointment; term

32 §1302. Qualifications

32 §1303. Compensation and expenses

32 §1304. Removal

32 §1305. Organization and meetings

32 §1306. Powers

32 §1307. Receipts and disbursements

32 §1308. Records and reports

32 §1309. Roster of licensed professional engineers

Subchapter 3: LICENSURE

32 §1351. Licensure required

32 §1352-A. Qualifications

32 §1353. Application; fees

32 §1354. Examinations

32 §1355. Licenses; seals

32 §1356. Revocation and reissuance

32 §1357. Expiration and renewals



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

32 §1358. Exemptions from expiration and renewal fees

32 §1360. Residents certified elsewhere

32 §1361. Retired status

32 §1362. Professional development



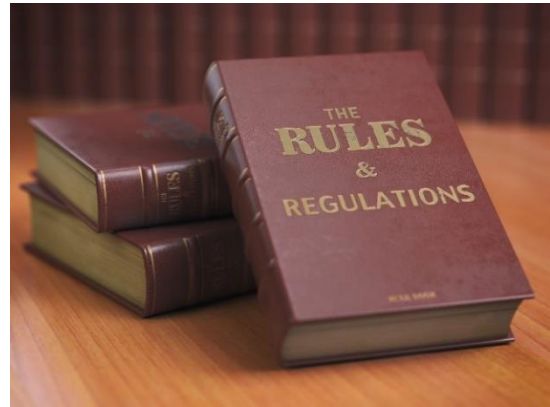
Maine Laws and Rules for Engineers
A SunCam online continuing education course

Code of Maine Rules



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

The C.M.R. is grouped into dozens of agency groups, each representing a different state agency (departments, divisions, districts, boards, councils, authorities, and commissions). Professional engineering is under Agency 02, Sub-Agency 322. This is cited as 02-322 C.M.R. or 02-322 C.M.R. Ch. 1-6, and referred to as “Rules of the Board” in this course.



The organization is as follows:

CMR

- Agency 02: Secretary of State Department of Professional and Financial Regulation
 - Sub-Agency 322: State Board of Licensure for Professional Engineers
 - Chapters 1 to 6
 - Sections (Various)



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

Rules of the Board

02-322 C.M.R. is known as the “Rules of the Board”. It covers the professional engineering. The following are the contents with sections in **bold** of particular importance for practicing professional engineers.

02-322 C.M.R. - State Board of Licensure for Professional Engineers

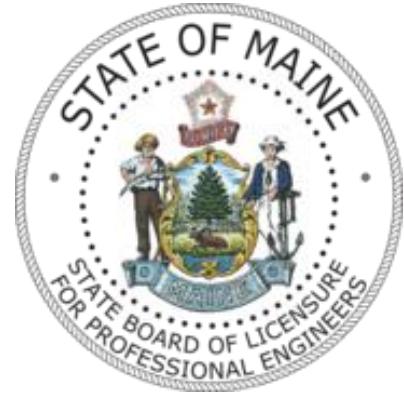
- Ch. 1 Rules of State Board of Professional Engineers
- Ch. 2 Licensure
- Ch. 3 Rules of Practice**
- Ch. 4 Code of Ethics**
- Ch. 5 Application and Licensure Fees
- Ch. 6 Advisory Ruling



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

State Board

The state agency for professional engineering is the *Maine Board of Licensure for Professional Engineers*, herein referred to as the Board. The Board is under the Department of Professional and Financial Regulation (PFR).



The Board oversees over 6,000 professional engineers. The Board has the authority to manage and further regulate professional engineering.

The Board can make modifications to Rules of the Board (02-322 C.M.R.).

Board Website

Maine.gov Agencies | Online Services | Help | Search Maine.gov

Department of Professional and Financial Regulation
Board of Licensure for Professional Engineers

Home About ▾ Licensing ▾ Students Sitemap

The board website <<https://sos.Maine.gov/engineering/>> contains the following topics:

- File a Complaint
- Board Members
- News & Reports
- Laws & Rules
- Professional Engineer Licensing
- Professional Development Hours
- Approved Seal Format
- Frequently Asked Questions
- Contact



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

Practice of Professional Engineering

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

Laws of the Board

§1251. Definitions

As used in this chapter, unless the context otherwise indicates, the following terms have the following meanings.

1. Board. "Board" means the State Board of Licensure for Professional Engineers.

...

2. Engineer-intern. "Engineer-intern" means a person who has been certified as an engineer-intern by the board.

2-A. National council. "National council" means the National Council of Examiners for Engineering and Surveying.

3. Practice of professional engineering. "Practice of professional engineering" means any professional service, such as consultation, investigation, evaluation, planning, design or responsible supervision of construction in connection with any public or private utilities, structures, buildings, machines, equipment, processes, works or projects, wherein the public welfare or the safeguarding of life, health or property is concerned or involved, when such professional service requires the application of engineering principles and data.

4. Professional engineer. "Professional engineer" means a person who, by reason of a knowledge of mathematics, the physical sciences and the principles of engineering, acquired by professional education and practical experience, is qualified to engage in engineering practice as defined.

§1252. Other legally recognized professions not affected

This chapter shall not be construed to affect or prevent the practice of any other legally recognized profession.



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

§1253. Corporations, partnerships and associations

A firm, copartnership, corporation or joint stock association may engage in the practice of professional engineering in this State, provided that the practice is carried on only by professional engineers licensed in this State.

§1254. Public works

1. Requirement for licensed professional engineer; exception. When any department of this State or any of this State's political subdivisions or any county, city, town, township or plantation engages in construction of a public works project that involves professional engineering, the services of a licensed professional engineer must be used in the public works project unless:

A. An authorized representative of the department of this State or any of this State's political subdivisions or any county, city, town, township or plantation engaged in the construction of a public works project issues a written determination that the life, health and property of the public will be adequately protected without the services of a licensed professional engineer; and

B. The contemplated expenditure for the completed project does not exceed \$250,000.

For purposes of this subsection, the Director of the Bureau of General Services within the Department of Administrative and Financial Services is the authorized representative of a department of this State engaged in public works projects that constitute public improvements under Title 5, chapter 153.

2. Continuing authority to require licensed professional engineer. Subsection 1 may not be construed to limit the authority of a department of this State or any of this State's political subdivisions or any county, city, town, township or plantation to require the services of a licensed professional engineer for any public works project.

§1255. Exemptions

The following persons are exempt from this chapter:

1. Limited practice by nonresident.

2. Nonresident becoming resident.



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

3. Certain employees. An employee or a subordinate of a person holding a license under this chapter as long as the practice does not include responsible charge or design or supervision by the employee or subordinate;

4. United States Government employees. Officers and employees of the Government of the United States while engaged within this State in the practice of the profession of engineering for said government.

5. Interstate commerce corporation employees. An officer or employee of a corporation engaged in interstate commerce as defined in the Act of Congress entitled "An Act to Regulate Commerce" approved February 4, 1887, as amended, or in interstate communication as defined in the Act of Congress entitled "Communications Act of 1934" approved June 9, 1934, while working solely as an employee of such corporation. An officer or employee of such corporation customarily in responsible charge of the engineering work of such corporation within this State must be a licensee under this chapter;

6. Subsurface sewage disposal. Persons who have been licensed by the Department of Health and Human Services pursuant to Title 22, section 42, subsection 3-A, solely for the purpose of work relating to subsurface sewage disposal systems. This exemption does not apply to the board's power to license or to revoke, suspend or refuse to renew the license of any licensee;

7. Person who performs work on certain vessels. A person who performs work only on vessels under 200 feet long; and

8. Persons engaged in design of minor construction. Persons engaged in the design of the following minor construction do not need to provide stamped and sealed plans and specifications unless specifically required by the code enforcement officer.

A. Detached one-family or 2-family residences;

B. Farm buildings with an overall floor plan not exceeding 3,000 square feet;

C. Single bathroom additions or renovations in an existing building if there is no impact on the building's compliance with the National Fire Protection Association Life Safety Code adopted by the Department of Public Safety, Office of the State Fire Marshal;



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

D. Revisions or additions to plumbing systems costing up to \$10,000 if the work has no impact on the building's compliance with the National Fire Protection Association Life Safety Code adopted by the Department of Public Safety, Office of the State Fire Marshal and does not involve roof drains;

E. Revisions to existing heating, ventilation and air conditioning systems and design of new heating, ventilation and air conditioning systems if the work has no impact on the building's compliance with the National Fire Protection Association Life Safety Code adopted by the Department of Public Safety, Office of the State Fire Marshal requirements and the project does not include more than one heating, ventilation and air conditioning unit with a maximum cooling capacity of 5 tons or heating capacity of 200,000 BTUs;

F. Revisions or additions to structural systems costing up to \$10,000 if the design is in accordance with the tables provided in the International Building Code; and

G. Revisions or additions to electrical systems costing up to \$10,000 if the work has no impact on the building's compliance with the National Fire Protection Association Life Safety Code adopted by the Department of Public Safety, Office of the State Fire Marshal.

All work done under these exemptions must be in accordance with the licensing requirements of the trade involved, including, but not limited to, all applicable construction industry design standards such as the National Fire Protection Association codes, the Maine Uniform Building and Energy Code adopted pursuant to Title 10, chapter 1103 and any other state and municipal building and energy codes then in effect.

§1351. Licensure required

In order to safeguard life, health and property, any person practicing or offering to practice the profession of engineering is required to submit evidence of qualification to practice the profession of engineering and must be licensed as provided. It is unlawful for any person to practice or to offer to practice the profession of engineering in the State or to use in connection with the person's name or otherwise assume, use or advertise any title or description tending to convey the impression that the person is a professional engineer, unless that person has been duly licensed or exempted under this chapter.



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

§1355. Licenses; seals

The board shall issue a license upon payment of the licensure fee as provided for in this chapter, to any applicant who, in the opinion of the board, has satisfactorily met all the requirements of this chapter. The license authorizes the practice of "professional engineering." Licenses must show the full name of the licensee, have a serial number and be signed by the chair of the board under seal of the board.

The issuance of a license by the board is evidence that the person named therein is entitled to all the rights and privileges of a licensed professional engineer while the license remains unrevoked or unexpired.

...

§1357. Expiration and renewals

Licenses expire on the last day of December of each odd-numbered year and a licensee may not practice professional engineering with an expired license. The board shall notify every person licensed under this chapter of the date of the expiration of that person's license and the amount of the fee that is required for its renewal. The notice must be provided at least one month in advance of the date of the expiration of the license. A license may be renewed after completion of professional development requirements and after payment of a fee established by rule by the board, which may not exceed \$200 annually. Licenses may be renewed up to 90 days after the date of expiration upon payment of a late fee established by rule by the board in addition to the renewal fee. Any person who submits an application for renewal more than 90 days after the license renewal date is subject to all requirements governing new applicants under this chapter, except that if the renewal application is made within 3 years from the date of the expiration the board may, giving due consideration to the protection of the public, waive any additional qualifications if the licensee has held a license for at least 10 years, has completed all professional development requirements and has never been subject to discipline in this or any other jurisdiction.

§1358. Exemptions from expiration and renewal fees

A person holding a valid license under this chapter on the date of entering employment in the Armed Forces of the Government of the United States during a period of war or employment in any wartime service outside of the continental United States, governmental or otherwise, under the United States or any of its allied nations is exempt, for the duration of that employment, from the payment of all



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

renewal fees, and the licensee's license remains in full force until the next regular renewal date following the termination of that employment.

§1360. Residents certified elsewhere

A person who is a resident of the State and has been certified in another state as an engineer-intern may be certified as an engineer-intern in this State upon payment of a fee established by the board and upon submission of evidence satisfactory to the board that certification as an engineer-intern in another state was under qualifications equivalent to those specified in this chapter for that certification.

§1361. Retired status

A licensee who has terminated practice of engineering may apply to the board for retired status. Upon receiving an application for retired status, accompanied by the fee established by the board, the board shall issue a certificate of retired status to the applicant and record the applicant's name in the roster as a retired licensee, along with the date of retired status.

A retired licensee may retain but not use the seal and may not practice engineering. A retired licensee may apply for reinstatement to active status in accordance with section 1357 and after completing professional development requirements according to board rules.

Rules of the Board

Chapter 2

SECTION 1: Licensure

1. Any person desiring to practice professional engineering in the State of Maine must apply for licensure on forms furnished by the Board. The forms may be obtained from the Board's website or by contacting the Board office.
2. The Act makes no specific designations as to the professional engineering discipline for which licensure is granted; however, Licensees are required to practice within their area of competence.
3. In administering the Act and formulating its procedures, the Board recognizes the following fundamental obligations:



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

- A. To protect the public from such dangers affecting life, health, and property as may arise from the actions of incompetent or unethical persons practicing professional engineering; and
- B. To regulate compliance with the Act and the Rules by licensed Professional Engineers and certified Engineer-Interns.

SECTION 2: Classes of Licensure or Certification

1. **Professional Engineer:** An applicant for licensure as a Professional Engineer must fulfill the requirements of one of the following statutory classes of licensure:
 - A. By endorsement or comity, without further examination. Applicants must provide documentation that they meet the requirements of 32 M.R.S.A. Section 1352-A(1)(A) or (1)(B); or
 - B. By Graduation, Experience and Examination. Applicants must provide documentation that they meet the requirements of 32 M.R.S.A. Section 1352-A(1)(C), (1)(D) or (1)(E). Graduate-level education may be counted toward the required experience as follows:
 - (1) A master's degree in engineering from an approved curriculum may be counted as 1 year of experience; or
 - (2) A doctorate degree or combination of a doctorate degree and master's degree in engineering from an approved curriculum may be counted as 2 years of experience.
2. **Professional Engineer Temporary:** Applicants for a Temporary Professional Engineer License must apply pursuant to 32 M.R.S.A. Section 1255(1) and (2). **The applicant may not perform any professional engineering in the State of Maine until he or she is in actual possession of the Temporary Professional Engineer License.**



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

3. **Professional Engineer Retired:** Licensees who meet the requirements of 32 M.R.S.A. Section 1361 may apply for Retired Status by paying the appropriate fee.
4. **Engineer-Intern:** An applicant for certification as an Engineer-Intern must fulfill the requirements of 32 M.R.S.A. Section 1352-A (2)(B), (2)(C) or (2)(D).

SECTION 7: Licensure Obligations

1. Licensees doing business with the public as a Professional Engineer must post the license in a location that is accessible to the public.
2. Licensees shall notify the Board of any change of address within 10 business days.
3. Licensees shall notify the Board of any criminal conviction within 30 days of final adjudication.
4. Licensees shall notify the Board of any discipline in any other jurisdiction within 30 days of final action.



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

Responsible Charge

Engineering design work must be “prepared or reviewed personally by or under the supervision of” a professional engineer, which is referred to as having “**responsible charge**”, as described in the laws and rules below. The engineer with **responsible charge** signs and seals documents produced under their responsibility, and is often referred to as the “engineer of record”, although that term is not used in the laws and rules. 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.

Laws of the Board

§1255. Exemptions

The following persons are exempt from this chapter:

...

3. Certain employees. An employee or a subordinate of a person holding a license under this chapter as long as the practice does not include **responsible charge** or **design or supervision** by the employee or subordinate;

5. Interstate commerce corporation employees. ... An officer or employee of such corporation customarily in **responsible charge** of the engineering work of such corporation within this State must be a licensee under this chapter;

Rules of the Board

Chapter 2

SECTION 9: Application of the Professional Engineer Seal

- ...
7. Any licensed Professional Engineer may apply a seal on any plans, specifications, reports or calculations, provided such documents are **prepared or reviewed personally by or under the supervision of** that licensed Professional Engineer. By affixing his or her seal to any professional engineering document the licensed Professional Engineer takes full legal responsibility for it, regardless of whether the Professional Engineer receives any compensation.



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

8. Licensees may accept assignments for coordination of an entire project, provided that each design segment is signed and sealed by the licensed professional **responsible** for preparation of that design segment.
- ...
10. Any revision to a document containing the seal and signature of a Licensee shall be described and dated. If revisions are not done by original Licensee, the revisions must also be signed and sealed by the Licensee in **responsible charge** of those revisions.

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**.



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

Engineering Disciplines

An engineers initial area of practice (a.k.a. area of competency, discipline, specialty discipline, or branch) is typically identified through NCEES P.E. examination and initial licensure. A licensee can take additional exams and apply to be recognized in multiple disciplines. The Board does not make discipline designations or track a licensee's discipline(s). Discipline names are not listed on seals.

Licensees should only undertake assignments in which are competent to perform, as **qualified by education or experience**, and should only seal documents with subject matter within their areas of competence.

Laws of the Board

§1251. Definitions

...

4. Professional engineer. "Professional engineer" means a person who, by reason of a knowledge of mathematics, the physical sciences and the principles of engineering, acquired by professional education and practical experience, is **qualified** to engage in engineering practice as defined.

Rules of the Board

Chapter 2

SECTION 1: Licensure

...

2. The Act makes no specific designations as to the professional **engineering discipline** for which licensure is granted; however, Licensees are required to practice within their **area of competence**.

Chapter 4

SECTION 1: Preamble

...

4. All Licensees shall practice professional engineering only in the **areas of their competence** according to current standards.



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

SECTION 3: Obligation to Employer and Clients

...

3. Licensees shall undertake assignments only when **qualified by education or experience** to perform the professional engineering involved.



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

Professional Conduct and Ethics

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

Laws of the Board

§1256. Violations; penalties; injunction

A person who practices or offers to practice the profession of engineering in this State without being licensed or exempted in accordance with this chapter, or

A person presenting or attempting to use the license or the seal of another, or

A person who gives a false or forged evidence of any kind to the board or to a member of the board in obtaining a license, or

A person who falsely impersonates any other licensee of like or different name, or

A person who attempts to use an expired or revoked license, or

A person who violates any of the provisions of this chapter for which a penalty has not been prescribed

commits a civil violation for which a fine of not more than \$10,000 may be adjudged.

The State may bring an action in Superior Court to enjoin a person from violating this chapter, regardless of whether other administrative, civil or criminal proceedings have been or may be instituted.

§1356. Revocation and reissuance

The board may suspend or revoke the license of an engineer or the certificate of an engineer-intern pursuant to Title 5, section 10004. The board may refuse to issue or renew or the District Court, pursuant to Title 4, chapter 5, may revoke, suspend or refuse to renew the license of a licensed professional engineer or the certificate of an engineer-intern who is found guilty of:

1. Fraud or deceit. The practice of any fraud or deceit in obtaining a license as professional engineer or a certificate as an engineer-intern;

2. Negligence or misconduct. Any gross negligence, incompetency or misconduct in the practice of professional engineering as a licensed professional engineer or as an engineer-intern; or

3. Violations. Violating any provision of this chapter or any rule of the board.



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

Rules of the Board

Chapter 4

SECTION 1: Preamble

1. To comply with the purpose of the Act, which is "to safeguard life, health and property," and to maintain a high standard of integrity and practice, the Board adopts the following Code of Ethics.
2. The Code of Ethics shall be binding on every person holding a license to offer or perform professional engineering services in Maine. To the extent applicable, it shall also be binding on every person who holds a certificate as an Engineer-Intern in Maine. Persons holding a license, certificate or temporary license to practice professional engineering are referred to hereinafter collectively as "Licensees."
3. Licensees are required to be familiar with the Act and Rules of the Board and the Code of Ethics. In addition, each Licensee is charged with the responsibility of adhering to standards of highest ethical and moral conduct in all aspects of practice.
4. All Licensees shall practice professional engineering only in the areas of their competence according to current standards.

SECTION 2: Obligation to Society

1. In the performance of their services for clients, employers and customers, Licensees shall be cognizant that their first and foremost responsibility is to the public welfare.
2. Licensees shall approve and seal only those design documents that conform to accepted engineering standards and safeguard the life, health, property and welfare of the public.
3. Licensees shall notify their employers or clients and any such other authority as may be appropriate when their professional judgment is overruled under circumstances where the life, health, property, or welfare of the public is endangered.



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

4. Licensees shall be objective and truthful in professional reports, statements or testimony. They shall include all relevant pertinent information in such reports, statements or testimony.
5. Licensees shall express a professional opinion publicly only when it is founded upon an adequate knowledge of the facts and a competent evaluation of the subject matter.
6. Licensees shall issue no statements, criticisms or arguments on technical matters which are inspired or paid for by interested parties, unless they explicitly identify the interested parties on whose behalf they are speaking and reveal any interest they have in the matters.
7. Licensees shall not permit the use of their name by, nor associate in business ventures with, any person or firm engaged in fraudulent or dishonest business or professional practices.
8. Licensees having knowledge of any possible violations of the Act, the Rules, or the Code of Ethics shall notify the Board and provide all information and assistance necessary in order for the Board to render a final disposition of the matter.
9. Licensees shall follow a program of professional development to maintain their competence.

SECTION 3: Obligation to Employer and Clients

1. Licensees shall avoid conflicts of interest and faithfully serve the legitimate interests of their employers, clients, and customers within the limits defined by these rules.
2. Prior to engaging in any professional services, Licensees shall fully disclose to any employer or client any potential conflicts of interest which may influence or appear to influence their judgment or the quality of their service to any employer or client.
3. Licensees shall undertake assignments only when qualified by education or experience to perform the professional engineering involved.
4. Licensees shall not reveal confidential, proprietary, or otherwise protected information obtained in a professional capacity without the prior consent of the clients or employers, except as authorized or required by law.



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

5. Licensees shall not solicit or accept financial or other valuable consideration, directly or indirectly, from contractors, their agents or other parties in connection with their work for other employers or clients.
6. Licensees shall not accept compensation, financial or otherwise, from more than one party for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
7. Licensees shall not solicit or accept a professional contract from a governmental body on which a principal or officer of their organization serves as a member. Conversely, Licensees who are principals or employees of a private concern and serve as members, advisors, or employees of a governmental body shall not participate in decisions with respect to professional services offered or provided by said concern to the governmental body which they serve.

SECTION 4: Obligation to Other Licensees

1. Licensees shall not compete unfairly with others.
2. Licensees shall not falsify or permit misrepresentation of their or their associates' academic or professional qualifications. They shall not misrepresent or exaggerate their degree of responsibility in prior assignments or the complexity of said assignments. Presentations incident to the solicitation of employment or business shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures and past accomplishments.
3. Licensees shall not offer, give, solicit, receive, either directly or indirectly, any commission, gift or other valuable consideration in order to secure work and shall not make any political contribution with the intent to influence the award of a contract by public authority.
4. Licensees shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice or employment of other Licensees nor indiscriminately criticize other Licensees' work.

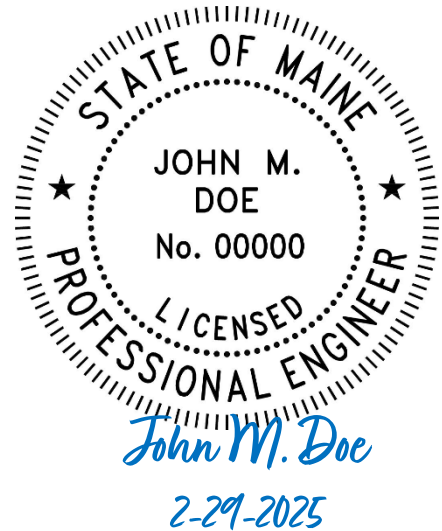


Maine Laws and Rules for Engineers
A SunCam online continuing education course

Sign and Seal Requirements

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

- Seal outer diameter approx. 1-3/4" (1.75")
- Signature and date location not specified
- Ink color not specified
- Can seal first page only of sets of plans, specifications, reports, and calculations
- If multiple licensees, indicate pages responsible for each engineer
- Acceptable forms of signature:
 - Original hand sign and seal with rubber stamp, embossed (crimped) or digital image
 - Digital/electronic signature
 - Digital seal image with digital signature
 - Software to have a security procedure
 - Adobe, Bluebeam, & DocuSign e-signatures appear acceptable



Laws and Rules

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

Laws of the Board

§1355. Licenses; seals

...

Each licensee upon licensure may obtain a seal of the design authorized by the board, bearing the licensee's name and the legend "licensed professional engineer." Plans, specifications, plats and reports issued by a licensee must be stamped with the seal, as prescribed in the rules of the board, during the life of the licensee's license, but it is unlawful for anyone to stamp or seal any document with the seal after the license of the licensee named thereon has expired or has been revoked, unless the license has been renewed or reissued.



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

Rules of the Board

Chapter 2

SECTION 9: Application of the Professional Engineer Seal

1. Each Licensee is authorized to obtain a seal of the size and design prescribed by the Board. The seal may be an embossed seal, a rubber stamp or an electronically generated image.
2. Each Licensee is responsible for the proper use of the Licensee's seal.
3. The Licensee's signature and the date must accompany the seal. Effective signature may be an electronic signature as defined by 10 M.R.S.A. Section 9402.
4. Sealed documents may be transmitted electronically.
5. A seal shall be applied, signed and dated, including hardcopy or electronic versions, in the following cases:
 - A. On all professional engineering plans, specifications, reports, or calculations prepared by or under the direction of the responsible licensed Professional Engineer;
 - B. On all professional engineering plans, specifications, reports or calculations formally filed or offered for filing with any public body or agency; and
 - C. On all professional engineering plans, specifications, reports or calculations formally submitted to contractors for bids or estimates, or when released for construction.
6. A seal need not be applied in the following cases:
 - A. On any professional engineering plans, specifications, reports or calculations which are prepared and clearly identified as "PRELIMINARY," "PROGRESS," or the like;
 - B. On individual specification sections which are part of an integrated document assembled and sealed by another licensed engineer or licensed architect;



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

- C. On electronic files (such as CAD files) submitted as a deliverable to a client, IF the Licensee affixes a statement specifying the original date of issue and sealing, such as the following: "This document was originally issued and sealed by (Licensee Name, PE License #), on (Date of original sealing)"; or
 - D. On administrative correspondence.
7. Any licensed Professional Engineer may apply a seal on any plans, specifications, reports or calculations, provided such documents are prepared or reviewed personally by or under the supervision of that licensed Professional Engineer. By affixing his or her seal to any professional engineering document the licensed Professional Engineer takes full legal responsibility for it, regardless of whether the Professional Engineer receives any compensation.
 8. Licensees may accept assignments for coordination of an entire project, provided that each design segment is signed and sealed by the licensed professional responsible for preparation of that design segment.
 9. Where plans, specifications, reports or calculations are bound together, the application of the seal on the first sheet or page is considered sufficient if the intent is to cover the entire document, otherwise the first sheet must also include a statement of the number of sheets covered by each Licensee's seal.
 10. Any revision to a document containing the seal and signature of a Licensee shall be described and dated. If revisions are not done by original Licensee, the revisions must also be signed and sealed by the Licensee in responsible charge of those revisions.
 11. Licensees holding a Temporary License shall stamp all plans, specifications, reports or calculations with the seal of their home jurisdiction and write beneath that seal the Maine Temporary License number, along with their signature and the date.



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

10 M.R.S.A. Section 9402

§9402. Definitions

As used in this chapter, unless the context otherwise indicates, the following terms have the following meanings.

...

5. Electronic. "Electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

...

8. Electronic signature. "Electronic signature" means an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

...

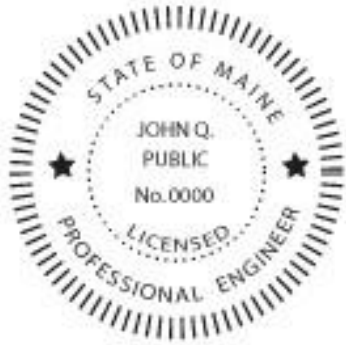
14. Security procedure. "Security procedure" means a procedure employed for the purpose of verifying that an electronic signature, record or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. "Security procedure" includes a procedure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



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

Board Website

Approved Seal Format



Approved seal format is 1-3/4 inches in diameter, known as Size #1.

The seal must include the indication: State of Maine

The seal must include the licensee's name, license number and "Licensed Professional Engineer."

Lettering should be in ALL CAPS, so the seal remains clear even after image transfer.

The license number may be preceded by any designation likely to indicate to an observer that it is the license number (e.g. PE00000, License Number 00000, Lic. 00000, No. 00000, #00000, etc.). However, since license numbers are the only numbers on the seal, in the interest of space and legibility, it is not required that any designation be present with the license number.

The seal can be a physical or "wet" seal or an electronically applied seal.

"The Licensee's signature and the date must accompany the seal. Effective signature may be an electronic signature as defined by 10 M.R.S.A. Section 9402." 02-322 C.M.R. Ch. 9(3).



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

Continuing Education

Per Rules of the Board, Chapter 3, the following continuing education is required every 2-year renewal period, where PDH is a professional development hour:

- 30 PDH
- Acceptable course/activity content:
 - Any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice
 - Shall be relevant to the practice of professional engineering
 - May include technical, ethical or managerial subject matter
- Board does NOT pre-approve providers or specific courses for engineering
- Maximum 15 PDH can carry forward for next renewal
- Use board provided PDH Activity Log
- Retain PDH records for 3 years
- Renewal date is Dec 31 of odd years

Laws and Rules

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

Laws of the Board

§1362. Professional development

1. Requirement for renewal. Beginning with registrations or licenses that expire in December 2005, every person seeking renewal under section 1357 must provide evidence satisfactory to the board that the person has completed 30 professional development hours within the period for which the registration or license was issued.

2. Failure to meet requirement. The board may not renew a license of an applicant who fails to meet the professional development requirements under subsection 1. If an applicant subsequently fulfills the requirement after the license has expired, the board may renew the license for the remainder of the 2-year period for which a renewal would have been valid but for the applicant's failure to meet the professional development requirement.



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

- 3. Review; monitoring.** The board shall review and monitor compliance with the professional development requirement under subsection 1.
- 4. Exemptions.** Notwithstanding any other provisions of this chapter, the board or a 3-person committee of the board may allow an exemption or a partial exemption of the requirements of this section to a person seeking renewal under section 1357 upon the showing of an extenuating situation, hardship or disability.

Rules of the Board

Chapter 2

SECTION 8: Expiration, Renewal and Reinstatement of Licenses

1. All professional engineering licenses expire on December 31 of each odd-numbered year.
2. The Executive Director of the Board notifies each Licensee of the expiration date of the license and the fee required for its renewal. The notice is provided at least 30 days in advance of the date of expiration.
3. A Licensee may reinstate an inactive license within 3 years by meeting the requirements of the Act and by obtaining all delinquent PDHs and paying the appropriate fee. If the total number of PDHs required to become current exceeds 30 PDHs, then 30 PDHs shall be the maximum required.

Chapter 3

SECTION 1. Professional Development Hours (PDH)

1. Each Licensee shall obtain at least 30 PDHs during the biennial license period, as a condition of licensure renewal. If the Licensee exceeds the requirement in any license period, a maximum of 15 PDHs may be carried forward into the next license period.
2. In order to qualify for licensure renewal credit, PDHs shall be relevant to the practice of professional engineering, and may include technical, ethical or managerial subject matter.
3. PDHs shall be credited as follows:



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

- A. Successful completion of a 1 semester-hour course that is part of an approved professional engineering curriculum will be awarded 45 PDHs.
- B. Successful completion of a quarter-hour course that is part of an approved professional engineering curriculum will be awarded 30 PDHs.
- C. Qualifying college or continuing education courses that are not part of an approved professional engineering curriculum will be awarded 1 PDH for each contact hour.
- D. Course work, seminars, or professional technical presentations made at meetings, conventions, or conferences will be awarded 1 PDH for each hour of attendance.
- E. Teaching credit will be awarded to the instructor at a ratio of 2:1 to those PDHs that are awarded to participants. For the purpose of this rule, teaching includes instruction or making technical presentations at qualifying courses, seminars or meetings. Teaching credit will be awarded for teaching a course or seminar for the first time only and shall not apply to full-time faculty.
- F. Each professional journal, published paper, article or engineering text published within the applicable license period will earn 10 PDHs.
- G. Each year of active participation as an officer or committee member within a professional or technical society will earn 1 PDH. PDHs shall not be earned until each year of service is completed and shall be limited to 2 PDHs per organization per renewal. This limit does not apply to PDHs obtained through instruction or attendance at technical presentations by such an organization.
- H. Filing a patent application will earn 10 PDHs.
- I. Active participation as a pro bono committee member involved in the development, revision or update of standards, specifications, technical instructions or codes that are intended for the use or guidance of Professional Engineers or for the protection of public health and safety will be awarded up to 15 PDHs per 2-year licensure period.



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

- J. The number of PDHs required to renew a license that was first issued within the two-year licensure period will be pro-rated by the number of months the license has been in effect.
4. **Record Keeping:** The Licensee shall be responsible for maintaining records to be used to support PDHs claimed. Required records include:
- A. A signed, completed Activity Log, available from the Board or downloadable from its website, showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDHs earned; and
 - B. Documents supporting evidence of attendance.
 - C. Records must be maintained for a period of 3 years. Such documentation shall be made available to the Board for random audit and/or verification purposes. Documentation must support the PDHs claimed.
5. **Non-resident Licensees:** All Professional Engineers licensed in this state must meet the PDH requirements, regardless of residency.
6. **Exemptions:** Licensees may ask for a partial or total exemption from PDH requirements by writing to the Board. Requests should explain the reason for the exemption, and should include military orders or other documentation sufficient to support the exemption. If the Licensee is requesting a partial exemption, the Licensee should include a completed PDH log and documentation supporting any PDHs completed. Exemptions may be granted for:
- A. Employment in the Armed Forces of the United States per 32 M.R.S.A. §1358; or
 - B. An extenuating situation, hardship or disability per 32 M.R.S.A. §1362(4).



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

Board Website

PDH Requirements Are Waived for First Renewal

Licensees renewing in Maine for the first time have no PDH requirements.

What Counts

Professional engineers are licensed to protect the public. Professional development keeps PEs current with technical, professional, managerial, and ethical standards.

- Maine PEs must complete 30 hours of professional development (PDH) each 2-year licensure period.
- Licensees must keep a PDH log and certificates or receipts to prove attendance.
- Licensees must keep PDH logs and supporting documents for 3 years in case of audit.
- PDH activity must be reported on the [PDH Activity Log \(PDF\)](#).
- Maine does not pre-approve PDH courses -- it is the responsibility of the PE to choose courses of value.
- PDH courses should be relevant to the practice of engineering and can include technical, management, or ethics topics.
- A guideline for choosing courses: **"Any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice."**

Typical Qualifying PDHs

- Courses, seminars, instruction, in-house programs, or training with engineering, managerial, or ethics content
- Technical or professional society meetings when an engineering topic is presented as a substantive part of the program
- Teaching an engineering course for the first time (Instructors receive 2X PDH credit)
- Repeat teaching a course counts **only if** substantial updates are made
- Remote training with verified attendance and program material meets requirements
- Computer-based courses related to improving one's business or profession
- Language courses related to one's business or profession (not for recreational travel)
- Remote courses on an engineering topic where testing at the end of the course is required



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

Typical Non-Qualifying PDHs

- Tasks or functions that are part of daily engineering responsibilities
- Real estate licensing courses
- Personal, estate, or financial planning
- Self-study courses without testing
- Personal self-improvement
- Service club meetings or activities
- Equipment demonstrations, sales presentations, or trade show displays
- Topics not relevant to the engineering profession
- Enrollment without attendance at courses, seminars, etc.
- Repetitive attendance or teaching of the same course
- Attending committee or general business meetings of organizations not directly related to engineering
- Language courses for personal use

Terms Defined

Professional Development Hours (PDH): A PDH is 1 contact hour of instruction. A contact hour is 50 minutes of instruction and a 10-minute break. PDH units are reported to the nearest half hour. Example: 50 minutes = 1 PDH but 40 minutes = .5 PDH. **No activity lasting less than one half hour will be counted.**

Example: A seminar from 8 a.m. to 5 p.m. could have a maximum of 8 PDH units. If there is a 1-hour lunch, the seminar would need to have at least 50 minutes of presentation/participation per hour for the seminar to provide 8 PDH units. **PDH units cannot exceed actual contact clock hours.**

PDH credit requirements: A licensee must obtain 30 PDHs within each 2-year licensure period.

PDH carryover: If a licensee exceeds 30 PDHs during the 2-year licensure period, up to 15 PDHs may be carried over into the next license period. **The licensee must retain documentation for 3 years to establish PDH credits and to prove any carryover.**

Continuing Education Unit (CEU): The CEU is a nationally recognized and uniform unit of measure for continuing education and training. One CEU is awarded for each 10 hours of contact instruction, therefore 1 CEU is equal to 10 PDHs. Providers offering CEUs must comply with IACET requirements to receive PDH credit.



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

Semester/quarter hour credit for college engineering courses: To qualify for PDH credit, a course must be accredited, offered on the class schedule, and have a final exam. A passing grade is required.

- One semester hour consists of 15 class meetings of 50-55 minutes, with 2 hours of additional interaction with subject materials, such as study, lab work, practicums, and the like; therefore, one semester hour is equal to 45 PDH.
- One quarter hour consists of 10 class meetings of 50-55 minutes, with 2 hours of additional interaction with subject materials, such as study, lab work, practicums, and the like; therefore, one quarter hour is equal to 30 PDH.

Other courses and PDH activities: Other qualifying courses provide 1 PDH credit for each contact hour. Participation in professional technical presentations made at meetings, conventions or conferences earns 1 PDH credit for each hour of attendance. Remote courses must show evidence of completion and/or a final graded test.

Teaching credits: Instructors receive PDH credits 2:1 to students the first time a course is taught. Repeat teaching the same course does not earn additional credit. Full-time faculty members qualify for teaching credit the first time they teach a course. If a course is substantially updated, the instructor may receive credit.

Credit for a published paper, article, or book: A published paper should be a serious effort. A "news" article in a technical or professional bulletin is not considered a published paper. The PDH credit for published work is 10 PDHs.

Participation in professional and technical societies: Licensees may earn 2 PDHs per licensure period by serving as an officer or active committee member in a professional or technical society.

For all members of professional and technical societies: Attendance at qualifying programs presented at professional and/or technical society meetings will earn 1 PDH for each hour of attendance.

Patents: 10 PDHs can be earned for filing a patent application relevant to engineering.

Keep Your Records

Licensees **must** maintain PDH documentation for 3 years. The Board conducts random audits to verify compliance.

We strongly recommend that you use the [NCEES CPC Registry](#), a free service by NCEES that tracks continuing education and licensure.

Required records include, but are not limited to:



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

1. A [PDH Activity Log \(PDF\)](#) showing the type of activity claimed, sponsoring organization, location, duration, instructor or speaker's name, and PDH credits earned. An accurate log makes it easier to complete renewal.
2. Attendance verification such as completion certificates, receipts, or other documents supporting evidence of attendance.

HOW TO FILL OUT THE PDH Activity Log

The licensee should complete the activity log with sufficient information as shown below:

Type	Date(s)	Sponsoring Organization's Name	Title/Description	PDH
Incorrect	2/15/22 to 6/30/22	Local Engineering Society	6 Presentations during meetings	4.3
Correct	2/15/23	Local Engineering Society Hometown Jurisdiction	"Earthquake-Proof Buildings" Dr. Blake Blakeman, PE Acme Construction Co.	1.5

The incorrect sample shows undefined activities grouped together and inadequately described, and the PDH are not rounded correctly. Doing this will delay renewal and could result in sanctions against your license.



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

PDH Activity Log

State Board of Licensure for Professional Engineers
Professional Development Hours Log

Period covered from: [] to [] Page No. [] of []
Name: [] PE number: []
Email Address: [] Phone: []

Note: The State of Maine Requires a minimum of 30 PDHs per biennium.
Attach supporting documents only if audited or renewing late. Ref: 32 M.R.S.A. § 1362 and Rules 02-322 Ch. 2, Section 12.

Table with 4 columns: PDH Date, Course title, description, location, instructor, PDH Credit, Total PDH. Includes rows for carryover and 15 numbered entries.

Since your last renewal in Maine:

- 1. Have you been convicted of any crime? Yes [] No [].
2. Has any jurisdiction taken disciplinary action against your license? Yes [] No [].
3. Has any jurisdiction held or denied your application for licensure? Yes [] No [].

(If you answer yes, you MUST provide a written explanation.)

I hereby certify that the above statements are true and accurate to the best of my knowledge and understanding.
I hereby certify that this summary is a true and accurate accounting of those PDH that I have earned during the stated period.
I hereby certify that if audited I can provide supporting documentation for EACH of the PDH claimed.

Signature []

Date []



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

Helpful References

Maine Board of Licensure for Professional Engineers

- General website: <https://www.maine.gov/professionalengineers>
- License renewal: https://www1.maine.gov/cgi-bin/online/licensing/begin.pl?board_number=1240
- Laws & Rules: <https://www.maine.gov/professionalengineers/about/laws-rules>
- Laws of the Board: <https://www.mainelegislature.org/legis/statutes/32/title32ch19sec0.html>
- Rules of the Board: <https://www.maine.gov/sos/cec/rules/02/chaps02.htm>
- FAQs: <https://www.maine.gov/professionalengineers/licensing/frequently-asked-questions>