

**ADOPTED REGULATION OF THE STATE BOARD OF  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

**LCB File No. R211-99**

Effective May 10, 2000

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§1, 3, 4, 5, 7-12, 15 and 16, NRS 625.140; §2, NRS 625.110 and 625.140; §6, NRS 625.140 and 625.175; §13, NRS 625.140, 625.390, 625.395 and 625.397; §14, NRS 625.140 and 625.565.

**Section 1.** Chapter 625 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 and 3 of this regulation.

**Sec. 2. 1.** *The board will elect a chairman and a vice chairman from among its members. Any member of the board may nominate another member of the board as an officer. The board may elect an officer by an affirmative vote of at least four members of the board.*

*2. The term of office for the chairman and vice chairman is 1 year.*

*3. A member may not be elected to an office for more than 2 terms, not including the remainder of an unexpired term filled by the member.*

*4. If a vacancy occurs in the office of:*

*(a) Chairman, the vice chairman shall assume the duties of chairman for the unexpired term.*

*(b) Vice chairman, the board will, at its next meeting, elect from among its members a vice chairman to fill the vacancy for the unexpired term.*

*5. The board may remove an officer by an affirmative vote of at least 5 members of the board.*

**Sec. 3. 1.** *A licensee who has been disciplined by another state or territory, the District of Columbia, a foreign country, the Federal Government or any other governmental agency shall notify the board in writing of such disciplinary action.*

*2. The written notice must set forth the grounds, terms and effective date of the disciplinary action.*

*3. The licensee shall submit the written notice to the board within 30 days after the date on which the disciplinary action is imposed and state whether the disciplinary action is final or on appeal.*

*4. Failure to provide the written notice required pursuant to this section is an aggravating factor in any disciplinary action taken by the board against the licensee.*

**Sec. 4.** NAC 625.210 is hereby amended to read as follows:

625.210 1. ~~[An]~~ *Unless otherwise permitted by the board, an* applicant shall not give as professional references persons who are all members of the same organization and not more than one-half of the persons named by the applicant may be members of the applicant's organization. ~~[In addition to the references required by NRS 625.390 and unless otherwise permitted by the board, an applicant must submit the names of at least three persons practicing in the discipline of engineering or in the category of land surveying in which he seeks to become licensed.]~~ An applicant shall not give the executive ~~[secretary]~~ *director* of the board as a professional reference.

2. Each applicant must furnish transcripts as proof of his college and postgraduate education. Each transcript must be sent directly to the board by the issuing institution. If transcripts are not available, the applicant must furnish other proof of his education in a form acceptable to the board.

3. Each applicant who was born in a foreign country ~~[and who is not registered as a professional engineer in another state]~~ must supply documentary proof of his naturalization as a citizen of the United States or of his right to remain and work in the United States.

4. If an applicant is not a resident of this state, the board will not consider him for licensure upon written examination unless the type of license for which he is applying, or its reasonable equivalent, is unavailable to him in the state of his legal residence.

5. Each applicant must pay the following fee, as appropriate, at the time of application:

(a) For each application for licensure as a professional engineer or professional land surveyor or for licensure in an additional discipline of engineering, \$200.

(b) For each application for certification as an ~~[engineer in training]~~ *engineer intern* or a land ~~[surveyor in training,]~~ *surveyor intern*, \$50.

**Sec. 5.** NAC 625.215 is hereby amended to read as follows:

625.215 The applicant shall complete at least 2 years of the land surveying experience which is required by subsection 3 of NRS 625.270 under the direct supervision of a land surveyor ~~[registered]~~ *licensed* in the jurisdiction in which the applicant performs the land surveying. The experience of the applicant must be in the practice of land surveying as defined in NRS 625.040. Any experience which the applicant applies toward licensure as a professional land surveyor must not also be applied toward licensure as a professional engineer.

**Sec. 6.** NAC 625.220 is hereby amended to read as follows:

625.220 1. Each applicant shall specify the discipline of engineering in which he desires to be examined and licensed.

2. The board will classify applicants in a manner which is reasonably consistent with custom in the profession. The board may classify and examine an applicant in the basic

discipline of engineering which is most closely associated with the applicant's area of concentration.

3. An applicant may apply for licensure in the following disciplines of engineering:

(a) *Agricultural;*

(b) Chemical;

~~[(b) Civil;~~

~~—(c) Electrical;~~

~~—(d) Environmental;~~

~~—(e)] (c) Civil;~~

(d) *Control systems;*

(e) *Electrical;*

(f) *Environmental;*

(g) Fire protection;

~~[(f) Geological;~~

~~—(g) Industrial;~~

~~—(h) Manufacturing;~~

~~—(i) Mechanical;~~

~~—(j) Metallurgical;~~

~~—(k) Mining;~~

~~—(l) Petroleum; and~~

~~—(m) Structural.]~~

(h) *Geological;*

(i) *Industrial;*

- (j) Manufacturing;*
- (k) Mechanical;*
- (l) Metallurgical;*
- (m) Mining;*
- (n) Nuclear;*
- (o) Petroleum;*
- (p) Ship design;*
- (q) Structural; or*
- (r) Any other discipline of engineering which the board deems appropriate.*

4. Each applicant must know the basic concepts of engineering in the fields of mathematics, physics, chemistry, statics, dynamics, strength of materials, fluid mechanics, electricity and magnetism, thermodynamics and economic analysis, and understand the application of these concepts in his specialized discipline of engineering.

**Sec. 7.** NAC 625.230 is hereby amended to read as follows:

625.230 1. An applicant who applies for licensure in more than one discipline of engineering or in both the categories of professional engineer and land surveyor shall:

(a) File a separate application for each additional category or discipline requested and pay the application fee for each additional application filed; and

(b) Complete the application forms to indicate clearly the education, experience and personal references which will substantiate his claims of proficiency in each category or discipline for which he is applying. Experience and personal references must be stated separately for each discipline.

2. If an applicant who is not a professional engineer concurrently applies for initial licensure in two or more disciplines of engineering, the board will not approve the application unless the applicant submits evidence of significant experience, or education and experience, in each of the disciplines.

3. The board generally will not approve an application in an additional discipline of engineering unless the applicant possesses a minimum of 10 years of education and experience.

4. The board may accept a second baccalaureate degree in an approved curriculum in partial satisfaction of the requirements for licensure in an additional discipline of engineering if the applicant clearly shows that he possesses significant experience in the additional discipline, but in no case will the board grant such a license within 6 years after the applicant received his first baccalaureate degree.

5. An applicant who applies for licensure on the basis of comity in more than one discipline of engineering may be granted licensure in the additional disciplines if he clearly shows in his application that he possesses the required education and experience and his claims of proficiency are substantiated. ~~[in his interview before the board.]~~

**Sec. 8.** NAC 625.240 is hereby amended to read as follows:

625.240 1. An applicant who applies for licensure in this state on the basis of previous licensure in another jurisdiction must:

- (a) Pay an application fee of \$200 and file the required application with the board;
- (b) ~~[Appear before the board or a committee of the board and pass]~~ **Pass** a short written examination on chapter 625 of NRS and the regulations and code of conduct of the board; and
- (c) Pass an oral examination ~~[during a regular or special meeting of the board.]~~  
~~—2.— All interviews and] if required by the board.~~

2. *All oral* examinations may be conducted by a committee of at least three persons selected by the board who are licensed in this state as professional engineers or land surveyors. *One member of such a committee must be a member of the board.*

3. *An applicant who appears for an oral examination shall submit to the board all necessary material to ensure that the information in the file of the applicant is current on the date that the applicant takes the oral examination.*

4. *An applicant who fails to appear on two separate occasions for an oral examination required pursuant to this section may not take an oral examination for at least 12 months after the date of the second examination for which he did not appear unless he is excused from appearance by the board at least 7 days before the scheduled examination.*

5. *Before an applicant may schedule an oral examination, the applicant must pay any costs incurred by the board related to scheduling any previous examinations for which the applicant did not appear.*

6. *The board will determine the costs that the applicant must pay pursuant to subsection 5.*

7. After the ~~interview and~~ oral examination, the board may require the applicant to pass a written examination as a condition precedent to licensure.

**Sec. 9.** NAC 625.310 is hereby amended to read as follows:

625.310 1. The board will administer written examinations at least once each year and additional examinations as needed. The time and place for a written examination will be established at least 4 months in advance. Specific information concerning times and places for scheduled examinations may be obtained from the office of the board.

~~2. [Written examinations administered by the board will consist of more than one part. An applicant must earn a passing grade in each of the parts in order to pass the examination. If an applicant fails a part of an examination, he must repeat the entire examination even if he has earned passing grades on one or more parts of his previous examination.~~

~~—3. The board will attempt to design each written examination so that it is representative of the general practice of a basic discipline of engineering and is also compatible with the applicant's specialized background. The board may limit the extent and degree of detail in which an applicant will be examined in his specialty.~~

~~—4.] *The board will administer the following written examinations that are prepared by the National Council of Examiners for Engineering and Surveying which meet the requirements for licensure as an engineer:*~~

~~(a) *The Fundamentals of Engineering, which is an 8-hour examination that covers the fundamentals of engineering; and*~~

~~(b) *The Principles and Practice of Engineering, which is an 8-hour examination that covers the principles and practice of engineering.*~~

~~3. *The board will administer the following written examinations that are prepared by the National Council of Examiners for Engineering and Surveying which meet the requirements for licensure as a land surveyor:*~~

~~(a) *The Fundamentals of Land Surveying, which is an 8-hour examination that covers the fundamentals of land surveying;*~~

~~(b) *The Principles and Practice of Land Surveying, which is a 6-hour examination that covers the principles and practice of land surveying; and*~~

4. *In addition to the examinations set forth in subsection 3, the board will prepare a 2-hour examination that covers the laws of this state and the procedures for the practice of land surveying. The board will administer this examination at the same time that the board administers the examination set forth in paragraph (b) of subsection 3.*

5. The examination ~~for~~ *to become a* structural engineer is a 16-hour examination which is ~~given for 2 consecutive days and is offered once each year.~~ *composed of two parts, each of which lasts 8 hours. An applicant is not required to complete both parts of this examination on consecutive days.* An applicant for this examination must be a professional engineer in the discipline of civil engineering who has passed 16 hours of written examination acceptable to the board and has also fulfilled the requirements of NAC 625.230.

**Sec. 10.** NAC 625.320 is hereby amended to read as follows:

625.320 1. ~~A person~~ *An applicant* may take the examination to become a land ~~surveyor in training~~ *surveyor intern* only if ~~he~~ *the applicant* meets the requirements of education or experience for certification as a land ~~surveyor in training~~ *surveyor intern* as prescribed in NRS 625.386.

2. The board will consider an applicant to have met the statutory requirements if ~~he~~ *the applicant* has a combination of education and experience ~~totalling~~ *totaling* 4 years or more which is satisfactory to the board.

3. The examination for a land ~~surveyor in training~~ *surveyor intern* consists of a 1-day written test which is given in two 4-hour periods and covers the fundamentals of land surveying as set forth in NRS 625.280.

4. A person is not eligible to apply to take the examination to become a professional land surveyor unless he has successfully passed or has been excused from the examination for a land ~~[surveyor in training.]~~ *surveyor intern*.

**Sec. 11.** NAC 625.330 is hereby amended to read as follows:

625.330 1. ~~[The]~~ *If the board schedules an oral interview or a written examination, or both, for an applicant, the* board must send to ~~[an applicant whose application has been approved]~~ *that applicant* a notice of the time and place for him to appear before the board for an oral interview ~~[,]~~ *or* a written examination, or both.

2. An applicant who is sent a notice shall appear before the board in accordance with the schedule established by the board.

3. If an applicant fails to appear for an interview or examination within 1 year, he must file a new application for licensure and pay the application fee in effect at the time of reapplication. Any fee previously paid is not refundable.

**Sec. 12.** NAC 625.340 is hereby amended to read as follows:

625.340 1. If an applicant is unable to take a written examination for which he has been scheduled, he shall notify the board of his withdrawal not later than 5 weeks before the date of the examination.

2. An applicant who fails to make a timely withdrawal from a scheduled written examination must pay an additional fee of \$50 to cover the cost of rescheduling the examination.

3. An applicant for the examination to become an ~~[engineer in training]~~ *engineer intern* or a land ~~[surveyor in training]~~ *surveyor intern* who fails to make a timely withdrawal must pay an additional fee in the amount of the fee for the missed examination.

**Sec. 13.** NAC 625.410 is hereby amended to read as follows:

625.410 1. ~~[On or after January 1, 1990, the]~~ *The* fee for a biennial renewal of a single license is \$100.

2. The first letter of ~~[a licensee's]~~ *the* surname *of a licensee* determines the ~~[latest date for payment of]~~ *last date on which a licensee may pay* his renewal fee, as set forth in the following schedule:

A through E - January 1 of each odd-numbered year.

F through K - July 1 of each odd-numbered year.

L through R - January 1 of each even-numbered year.

S through Z - July 1 of each even-numbered year.

3. A person who is licensed in more than one professional category or discipline of engineering must pay the full renewal fee for the first classification and one-half of the renewal fee for each additional classification. No licensee will be charged more than \$200 in a biennium for the renewal of his licenses.

4. If a licensee does not renew his licensure by the appropriate date set forth in subsection 2, his licensure expires and he is not licensed to continue to practice. A former licensee whose licensure has expired because of a failure to pay the renewal fee may renew his licensure within 6 months after the date of expiration by paying the renewal fee and a late charge of ~~[\$25.~~

~~—5. If a license]~~ *\$100.*

*5. A licensee whose license* has been expired for more than 6 months : ~~[, the former licensee:]~~

(a) Must reapply for licensure and pay the appropriate application fee.

(b) May be required to appear before the board.

(c) *May be required to pass a written or oral examination.*

(d) *May be required to submit proof to the board of the completion of 30 professional development hours.*

**Sec. 14.** NAC 625.610 is hereby amended to read as follows:

625.610 1. A ~~[[facsimile of the stamp and seal prescribed]]~~ *stamp authorized* by the board must be obtained at the office of the board at the ~~[[licensee's expense.]]~~ *expense of the licensee.*

2. A person who is licensed in more than one discipline of engineering shall use a separate stamp for each discipline, except that a person who is licensed in the disciplines of civil engineering and structural engineering may use a single stamp for both disciplines.

3. The impression made by a stamp or seal must be opaque and permanent.

4. Each licensee shall validate a stamp or seal by signing his name legibly in opaque ink across the face of the impression made by the stamp or seal and entering the date of stamping or sealing immediately below the impression of the stamp or seal. The signature must not obliterate the ~~[[licensee's name,]]~~ *name of the licensee or his* discipline or *the* number of his license. The licensee may not use a stamp or computer to produce his signature.

5. When a licensee signs, stamps or seals a document containing the work of others, the licensee represents that he has prepared or has been in responsible charge of the production of the entire document unless he includes a written statement adjacent to his signature, stamp or seal identifying the portion of the document that he prepared or for which he had responsible charge of the work.

6. For the purposes of NRS 625.565, a professional engineer has “responsible charge of the work” and may sign, stamp or seal plans, specifications, plats or reports which were not prepared by him:

(a) If he personally supervises the work on the plans, specifications, plats or reports to the degree that he is satisfied that the work is completed in a proper and professional manner; or

(b) Where the plans, specifications, plats or reports are not prepared under his personal supervision, if he or persons under his personal supervision review the plans, specifications, plats or reports and make tests, calculations or changes in the work as necessary for the professional engineer to determine that the work has been completed in a proper and professional manner.

7. A licensee who signs, stamps or seals a document which was not prepared by him but for which he had responsible charge of the work is subject to disciplinary proceedings pursuant to chapter 625 of NRS for any errors in that document as if he prepared it himself. This subsection does not exempt any other licensee who prepared the document from disciplinary action for his errors in that document.

8. For the purposes of NRS 625.565, plans, specifications, plats, reports and any other documents which are issued by a professional engineer with the intent that they be considered as formal or final documents must be stamped with the seal of the professional engineer before they are delivered to or filed with any public authority.

9. A licensee is not required to stamp the following documents:

(a) An engineering as-built plan or record plan;

(b) A report which includes observations concerning the progress of the construction of a project;

(c) An estimate of the costs of a project; or

(d) A shop drawing that is not required by the specifications of a project.

**Sec. 15.** NAC 625.615 is hereby amended to read as follows:

625.615 1. Each licensee shall file with the board the complete address of his principal place of business, including the name and number of the street, or, if the licensee does not maintain a principal place of business, the complete address of his residence or the number of his post office box.

2. The board will send all communications to the licensee at the address or post office box filed pursuant to subsection 1.

3. ~~[[If a licensee changes his address or post office box, he]]~~ *A licensee* shall submit a written notice of ~~[the]~~ *any* change *of address* to the board within 10 days ~~[.]~~ *after the effective date of the change. Failure to notify the board within that period is grounds for disciplinary action by the board.*

**Sec. 16.** NAC 625.649 is hereby amended to read as follows:

625.649 1. Any person who is interested may file a written petition with the executive ~~[secretary]~~ *director* of the board to adopt, amend or repeal any of these regulations in accordance with NRS 233B.100. The executive ~~[secretary]~~ *director* shall notify the members of the board when such a petition has been filed and place it on the agenda for hearing not later than the second regular meeting after its receipt.

2. The ~~[secretary]~~ *executive director* shall notify the petitioner of the time and place for the hearing on the petition and advise him that he may attend the hearing to present evidence and oral arguments in support of his petition.

3. After the hearing, the board must proceed to dispose expeditiously of the petition and will notify the petitioner in writing of its decision.