



**New Jersey Office of the Attorney General**  
 Division of Consumer Affairs  
 State Board of Professional Engineers and Land Surveyors  
 124 Halsey Street, 3rd Floor, P.O. Box 45015  
 Newark, New Jersey 07101  
 (973) 504-6460

## Continuing Professional Competency Approval Form

*Note that exempt organizations do not need to submit an application.  
 See the attached regulations for definition of exempt organizations.*

Please print legibly.

Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_  
Street address City State ZIP code

Name of contact person: \_\_\_\_\_ Telephone number: \_\_\_\_\_  
(include area code)

Course name: \_\_\_\_\_

Course date(s): \_\_\_\_\_

Total length of course/seminar in hours: \_\_\_\_\_  
*(In order to receive one CPC credit a course/seminar must be 60 minutes of class time including 50 minutes of instruction.)*

Instructor's name(s): \_\_\_\_\_  
*(Attach a copy of curriculum vitae (resume) for each instructor.)*

The curriculum vitae of the lecturer, including specific background which qualifies the individual as a lecturer of repute in the area of instructions must be submitted.

Course site location: \_\_\_\_\_

Attach a copy of the Course Description - A detailed description of course content and estimated hours of instruction must be submitted. **(Do not send course outlines.)**

Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_  
Street address City State ZIP code

Please check one:

- I am the course sponsor.  
*(Sponsors must submit a fee of \$100.00 to cover all courses offered during the biennial licensing period ending April 30, 2014.)*
- I am an individual licensee seeking approval of a course.  
*(Individual licensees must submit a fee of \$10.00 per course.)*

**OFFICE USE ONLY**

Approved by Committee:  Yes  No

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Course number: \_\_\_\_\_

CPC credit total \_\_\_\_\_

## **SUBCHAPTER 13. PROFESSIONAL ENGINEERS; CONTINUING PROFESSIONAL COMPETENCY REQUIREMENTS**

### **13:40-13.4 Sources of CPC credits**

A professional engineer may obtain the required CPC credits from educational programs or from equivalent educational programs sponsored by Board-approved providers as provided in N.J.A.C. 13:40-13.5. All educational programs and equivalent educational programs sponsored by Board-approved providers that directly and materially relate to the practice of professional engineering with the clear purpose to maintain, improve, or expand the skills and knowledge of the licensee relevant to the practice of professional engineering are approved for credit. Courses required for initial licensure or that primarily involve practice building, practice management, or practice marketing are not approved. The Board will post on its website at [http://www.njconsumeraffairs.gov/pels/pels\\_licensee.htm](http://www.njconsumeraffairs.gov/pels/pels_licensee.htm) a list of CPC providers that, pursuant to N.J.A.C. 13:40-13.5(a), have applied and have been approved to sponsor equivalent educational programs for the current biennial period. Regular duties are not considered qualifying activities for CPC credits.

### **13:40-13.5 Approval procedures for CPC providers; exceptions**

(a) A provider seeking Board approval to sponsor equivalent educational programs for CPC credit shall submit an application on a form prescribed by the Board, that shall include course and program descriptions, instructor qualifications, locations, dates and times of courses, and other information as required by the Board, unless the provider is exempted from this requirement pursuant to (c) below. Upon approval, the Board will issue an approved provider number, which shall be used by the provider in identifying the courses and programs to be provided.

(b) A licensee seeking Board approval of equivalent educational programs for CPC credit for a provider that has not been approved pursuant to (a) above or (c) below, may submit an application on a form prescribed by the Board, which shall include course and program descriptions, instructor qualifications, locations, dates and times of courses, number of CPC credits, and other information as required by the Board. The Board shall notify the licensee, in writing, of its determination.

(c) Accredited schools, universities, and colleges; national and state professional engineering and closely allied professional organizations; and Federal, State, and New Jersey bi-state government agencies and independent authorities that sponsor CPC courses or programs, and CPC providers registered with the National Council of Examiners for Engineering and Surveying are approved providers and are exempt from the requirement of submitting an application to the Board and obtaining a CPC provider number.

1. For the purpose of this section, a school, university, or college shall be deemed accredited if it is:

i. Accredited by the New Jersey Department of Education;

ii. Approved by the New Jersey Commission on Higher Education; or

iii. Approved by an agency of another state with requirements substantially similar to the requirements of the New Jersey Department of Education or New Jersey Commission on Higher Education.

### **13:40-13.6 Compliance with CPC credits; audit**

(a) Each licensee shall be subject to audit by the Board and is responsible for maintaining records to be used to support CPC credits claimed. Records required include, but are not limited to:

1. A log showing the type of activity claimed, sponsoring organization, attendance date, location, duration, instructor or speaker's name, and the number of CPC credits claimed;

2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance; and

3. All documentation related to the educational program, including, but not limited to, course descriptions, printed program materials, and notes.

(b) A licensee shall maintain records for a period of five years after completion of the CPC course or equivalent educational program and shall submit such documentation to the Board upon request.

### **13:40-13.7 Credit calculation**

(a) CPC credits will be granted for each biennial renewal period as follows:

1. For educational programs:

i. Successful completion of approved educational program courses: 15 CPC credits for each semester-hour credit awarded by the college or university, or 10 CPC credits for each quarter-hour credit awarded by the college or university;

2. For equivalent educational programs:

- i. Meetings of members and subgroups of professional engineering associations and other appropriate professional and technical associations when an engineering topic is presented as a principal part of the program: one CPC credit for each hour of instruction;
  - ii. Research and preparation of examinations, papers or publications: one CPC credit for each hour of research or preparation, not to exceed six CPC credits per biennial renewal period;
  - iii. Presentation of technical presentations, management, leadership or ethics courses, or exhibits: one CPC credit for each hour of preparation or presentation, not to exceed six CPC credits per biennial renewal period;
  - iv. Management, leadership or ethics courses: one CPC credit for each hour of instruction;
  - v. Correspondence or distance learning courses on engineering topics where a final examination is required: one CPC credit for each hour of instruction;
  - vi. Teaching or instruction of a course for the first time or teaching a course previously taught if substantial time was spent updating material: one CPC credit for each hour of preparation or instruction, not to exceed six CPC credits per biennial renewal period;
  - vii. Employer sponsored in-house courses: one CPC credit for each hour of instruction; and
  - viii. Workshops and seminars at professional meetings and conferences: one CPC credit for each hour of instruction; and
3. For courses taken at schools, universities, and colleges that are not part of an ABET accredited program: 15 CPC credits for each semester-hour credit awarded by the college or university, or 10 CPC credits for each quarter-hour credit awarded by the college or university.

### **13:40-13.9 Responsibilities of program providers**

(a) Program providers shall:

1. Select and assign qualified instructors for the program;
2. Assure that the number of participants and the physical facilities are consistent with the teaching methods to be utilized;
3. Disclose in advance to prospective participants, the course objectives, prerequisites, experience level, content, required advanced preparation, teaching method, and the number of CPC credits that may be approved in the program;
4. Solicit evaluations from both the participants and the instructor at the conclusion of each program;
5. Evaluate the performance of the instructors at the conclusion of each program to determine their suitability for continuing to serve as instructors and advise instructors of their performance;
6. Systematically review the evaluation process to ensure its effectiveness;
7. Furnish to each enrollee who has successfully completed the program a verification of completion, which shall include at least the following information:
  - i. The title, date, and location of the course offering;
  - ii. The name and license number of the attendee;
  - iii. The number of credits that may be awarded; and
  - iv. The name and signature of an authorized representative of the provider;
8. Maintain and retain accurate records of program attendance and completion for a six-year period;
9. Retain a written outline of course materials for a six-year period; and
10. Provide the Board with such documentation as requested by the Board.